

## **WATERBEACH PARISH COUNCIL**

Minutes of a meeting of **Waterbeach Parish Council** held on 5th July 2011 at 7.30 p.m. at the New Pavilion, Cambridge Road, Waterbeach.

### **PRESENT**

Councillor N Kay, Chair

Councillors A Ball, B J Bull, W Bullivant, J Cornwell, K Grant, M Howlett, P Johnson, A Lloyd, J Rabbett, D Smart, C Smith, M Williamson and A Wright.

### **APOLOGIES**

An apology for absence was received on behalf of Councillor Mrs J Williamson.

### **OPEN FORUM**

Prior to the commencement of the meeting, the Council was addressed on a number of issues during the Open Forum.

In response to a resident's comments with regard to grounds maintenance, the Chairman indicated that correspondence received would be considered in due course.

The organiser of the 'Pub Olympics' held prior to Feast Week queried the reason why he should have had to ask for permission to hold events on public land. He was advised that this helped to avoid clashes with other events that might have been organised and that risk assessments were invited since these were organised events with the intention of attracting spectators as opposed to informal games.

A number of members of the Council spoke, referring to the availability of correspondence which could be read prior to the meeting and the omission of items on health and safety and the Highways Committee from the agenda.

Copies of an e-mail were circulated to Members from the East of England Regional Adviser of the Society of Local Clerks with regard to an employee of the Council.

### **58/11 MINUTES**

Upon being moved by Councillor Lloyd and seconded by Councillor Johnson, the Minutes of the meeting held on 7th June 2011 were signed as a correct record by the Chairman, subject to the following amendments:-

- (a) the inclusion of the name of Councillor D Smart in the list of Members in attendance at the meeting and its deletion from the list of apologies;

- (b) the inclusion of the following words after the record of apologies for absence - 'Councillor Smart left the meeting before the commencement of the Open Forum.'; and
- (c) the inclusion of the following words after Minute No. 42/11 entitled 'Bowls Club – Fees' – '(Councillor Cornwell requested that her name be recorded as voting against the resolution.)'.

(Councillors Ball and Grant requested that their names be recorded as having abstained from voting on the approval of the minutes as a correct record.)

### **59/11 MEMBERS' INTERESTS**

Councillor Rabbett declared personal interests in respect of Minute Nos. 69/11 (Waterbeach Library - Premises) and 70/11 (Waterbeach Independent Lending Library) as she was Chairman of the Community Association and employed by Waterbeach Primary School. She also declared a prejudicial interest in Minute No. 78/11 (Accounts) and a personal interest in Minute No. 80/11 (Employment Matters) as her husband was an employee of the Council.

Councillor Wright declared a prejudicial interest in Minute No 78/11 (Accounts) as one of the amounts for payment was a claim for the reimbursement of expenses that he had incurred. He also declared a personal interest in respect of Minute Nos. 69/11 (Waterbeach Library - Premises) as he was a user of the community room at the Primary School.

Councillor M Williamson declared a personal interest in respect of Minute Nos. 69/11 (Waterbeach Library - Premises) and 70/11 (Waterbeach Independent Lending Library) as he was a governor of Waterbeach Primary School.

Councillor Kay declared a prejudicial interest in Minute No 78/11 (Accounts) as one of the amounts for payment was a claim for the reimbursement of expenses that she had incurred

### **60/11 MATTERS ARISING**

The Council considered the following matter arising from the meeting held on 7th June 2011:-

#### **(a) Light at Chittering**

Further to Minute No. 37/11(b), Councillor Cornwell reported that the light at Chittering had been repaired and asked that this be included on the schedule of assets insured.

## **61/11 ANNUAL PARISH MEETING**

Arising from consideration of the minutes of the Annual Parish Meeting held on 25th May 2011, a number of comments were raised as follows.

The Acting Clerk reported that, at the request of District Councillor Hockney, he would be amending the minutes prior to their submission to the ensuing annual parish meeting to record the reason for Councillor Hockney's absence from the meeting and to summarise the report that he had submitted.

The Acting Clerk undertook to circulate to Members copies of the written reports that had been submitted to the meeting.

At the request of Councillor Cornwell, the Acting Clerk indicated that he would amend the minutes to indicate in Minute No. 3(iii) that she was not the Chair of the Planning Committee.

In response to a suggestion that an item had been omitted from the minutes, the Acting Clerk pointed out that these had been prepared prior to him having been engaged by the Council in a temporary capacity and that he would need to liaise with the person responsible for preparing the draft.

## **62/11 RECREATION USERS COMMITTEE**

Arising from the submission of the minutes of the meeting of the Recreation Users Committee meeting held on 14th June 2011, attention was drawn to a suggestion that a new vacuum cleaner be purchased for use in the New Pavilion (Minute No. 07/11(e)) and a request for permission to use football pitches free of charge in the pre-season to enable the Waterbeach Charity Cup to be held (Minute No 07/11(e)). With regard to the latter, Councillor Howlett confirmed that this would involve four matches and that all other costs would be met by the competing teams.

### **RESOLVED**

- (a) that the minutes of the meeting of the Recreation Users Committee be received;
- (b) that no further action be taken with regard to the purchase of a replacement vacuum cleaner at the present time; and
- (c) that pitches be made available free of charge for four football matches to be played in the pre-season for the Waterbeach Charity Cup, subject to the Groundsman being satisfied as to the condition of the pitches before the matches were played.

(Councillors Grant and Smart requested that their names be recorded as having abstained from voting on the matter.)

## **63/11 FINANCE COMMITTEE**

Arising from the submission of the minutes of the meeting of the Finance Committee meeting held on 14th June 2011, Members were informed that the external auditors, Messrs Moore Stephens, had asked that the annual return be considered and signed by the internal auditor before it was approved by the Council for submission, even though this would mean that the accounts could not be approved before the statutory deadline of 30th June. As the meeting with the internal auditors would not be taking place until 6th July, it had been decided not to proceed with the proposed extraordinary meeting of the Council on 28th June to approve the accounts and annual return.

It was therefore

### **RESOLVED**

- (a) that the minutes of the meeting of the Finance Committee be received; and
- (b) that an extraordinary meeting of the Council be held on 18th July 2011 at 7.00 p.m. to approve the accounts and annual return for 2010/11, followed by a meeting of the Finance Committee in place of the meeting scheduled to be held on 26th July.

## **64/11 COMMITTEE MEETINGS**

Members were informed by the Acting Clerk that he considered that there was insufficient business for a meeting of the Planning Committee to be held in July and he pointed out that he had insufficient time available to attend all of the scheduled committee meetings contained in the Council's calendar of meetings.

Councillor Grant suggested that in her opinion it was important for the Planning Committee to meet monthly to consider planning matters of a general nature. Councillor Wright also drew attention to meetings of the Highways Committee that had been held recently.

The Acting Clerk drew attention to the need to comply with certain statutory procedures for meetings to be convened and it was therefore agreed that Committee meetings should be held in accordance with the calendar set, with the agenda being signed by the Acting Clerk as proper officer and the committee chairman being responsible for displaying he notice of meeting, the minutes of the meeting and, in the case of the Planning Committee, the submission of observations on planning applications to the local planning authorities.

## **65/11 PLANNING APPLICATIONS**

### **(a) Applications**

Members considered the following applications for planning permission, arising from which it was

## **RESOLVED**

that the following observations be submitted to South Cambridgeshire District Council:-

**(i) 24A Station Road – Single storey rear extension and front open porch**

that the District Council be recommended to approve the application, subject to no adverse comments from neighbours and to no storage of materials on site.

**(ii) Rear of 52/54 Way Lane – Erection of dwelling (outline application)**

(Councillor Johnson declared a personal interest in the following matter.)

that the District Council be recommended to refuse the application as the impact of the proposal on neighbouring properties is unclear from the indicative plans submitted with the application.

**(b) Decisions**

Members noted that the following applications for planning permission had been granted by the District Council:-

- (i) 22 Station Road - Extensions
- (ii) Hill Farm, School Lane, Chittering – Rear extension
- (iii) Waterbeach C P School, High Street – Replacement notice board
- (iv) 51 Pembroke Avenue – Change of use of land from car parking space for siting of food trailer (A5 use class)
- (v) 22 High Street – Bungalow (revised design) and garage/store
- (vi) The Travellers Rest, Ely Road, Chittering – Retention of office portacabins in connection with existing caravan and camping site
- (vii) Rushill Farm, Long Drove – Erection of stables and creation of ménage with associated access, parking and turning area

## **66/11 STRATEGIC HOUSING LAND AVAILABILITY ASSESSMENT**

The Acting Clerk reported that South Cambs. District Council had started their strategic Housing Land Availability Assessment with a call for sites for consideration for housing development and gypsy and travellers sites leading to inclusion in their Development Plan. The closing dates for submissions was 29th July, following which sites would be assessed against a set of criteria and brought to the attention of parish councils in the autumn.

Members' attention also was drawn to the issue of a consultation document by the Department for Communities and Local Government on planning for travellers sites, the closing date for which had been extended until August. Under the circumstances, it was agreed that this be included on the agenda for the next meeting of the Council and

District Councillors Hockney and Johnson requested to provide a briefing on the document for consideration at that time.

## **67/11 TILLAGE HALL**

Further to Minute No. 41/11, Members considered a proposed licence to occupy the Tillage Hall prepared by the Acting Clerk to enable Waterbeach Action for Youth to occupy the premises prior to the completion of a formal lease with the Tillage Hall charitable trust. Subject to the correction of the name of the youth group to Waterbeach and Landbeach Action for Youth and the inclusion of the company registration number, Members had no objection to the draft being forwarded to WAY for their comment.

A paper had also been circulated at the request of Councillor Ball that he had prepared after liaison with Councillor M Williamson. With regard to the purchase of furnishings, fittings and equipment, Councillor Ball reported that a sum of £50,000 remained available through Cambridgeshire Community Foundation from the anonymous donor. WAY had drawn up two lists of equipment that they required and a further list of purchases required for the use of the premises by the public had been prepared. With regard to the latter, it was suggested that, with the exception of CCTV, these should be ordered by the Tillage Hall charitable trust or the Friends of the Tillage Hall as opposed to the Parish Council. CCF had confirmed that the donor had no objection to the funding of the equipment to be purchased, although there was some doubt as to whether funding would be provided for the CCTV.

With regard to the latter, Councillor Ball reported that he had obtained quotations from a number of companies which, as they had all submitted different specifications, he needed to compare in terms of their effectiveness and cost. It was felt that CCTV was an integral requirement for the premises in their relatively isolated position in order to prevent vandalism and that a case should be made to CCF for funding to be provided by the donor.

In terms of the lease of the premises, the Council's solicitors had asked that the heads of terms be agreed by the Council before a formal lease was prepared to avoid future abortive work as a result of changes. A number of proposals were submitted by Councillor Ball in his paper that the Council accepted. It was explained that any request for storage by the Council in the Hall would need to be dealt with outside the terms of the lease. It was suggested by Councillor Grant that the number of disabled parking spaces would be insufficient if events were taking place simultaneously at the Tillage Hall and Recreation Ground and she asked that some provision be made to ensure that the spaces were not abused by those who were not disabled.

Councillor Ball advised that the Tillage Hall charitable trust were attempting to engage a solicitor to act on their behalf, possibly free of charge. Ideally the new trust would be formed at the same time as the lease was completed and Members asked that copies of the proposed trust deed be circulated when this was available.

Members were informed that other remaining issues were being dealt with. Fire safety equipment had been installed and a BT connection was being arranged, although it might not be possible to transfer responsibility for the line to the trust until a period of 12

months had elapsed. The possibility of a separately metered electricity supply to the groundsman's store would need to be explored and further enquiries were being made about the standard of the acoustics in the hall.

#### **RESOLVED**

- (a) that the draft Licence to Occupy be approved, subject to the minor amendments referred to above, and submitted to Waterbeach and Landbeach Action for Youth for their approval and signature;
- (b) that WAY and the Tillage Hall charitable trust be invited to proceed with the purchase of fittings and equipment using funds provided through CCF;
- (c) that CCF be requested to seek funding for the installation of CCTV as an integral part of the development and Councillor Ball requested to submit a recommendation on the choice of supplier to a future meeting; and
- (d) that the draft heads of terms for the lease of the Tillage Hall as submitted by Councillor Ball be approved.

#### **68/11 OLD PAVILION**

Arising from the imminent vacation of the Old Pavilion by WAY following their transfer to the Tillage Hall, the Acting Clerk submitted a note, copies of which had been circulated, inviting the Council to consider the future use of the premises. An offer of use by the Waterbeach Toddler Group had been refused on the basis that the building did not suit their needs. Mention was made of the possibility of a restrictive covenant on the use of the building dating back possibly to its construction which might need to be investigated.

Consideration of the matter was deferred to the next meeting, with district councillors requested to ascertain the liability for rates for the building in the interim.

#### **69/11 WATERBEACH LIBRARY - PREMISES**

Further to Minute No. 52/11(iv), Members' attention was drawn to a paper that had been prepared by Councillor Grant, copies of which had been circulated, drawing attention to a proposal by Waterbeach Primary School to alter the terms for the occupation of the community room at the school by the library. As an alternative, she proposed that the Council become responsible for the premises, paying the rent and all other associated costs and then sub-letting the room for use by other community groups.

Councillor Ball expanded upon the discussions that had taken place when he and Councillor Grant had met the Head Teacher and Councillor Williamson undertook to circulate the breakdown of charges proposed by the School which had been based upon the calculation being used to assess the charge to the new Children's Centre.

Reference also was made by Councillor Grant to the difficulty in continuing to operate the library at the moment due to a shortage of volunteers and a lack of flexibility as to when the library could be opened.

Under the circumstances, it was

**RESOLVED**

that consideration of the matter be deferred, pending the receipt of clarification as to the costs and future implications of the options open to the Council.

(Councillor Cornwell left at this point in the proceedings.)

**70/11 WATERBEACH INDEPENDENT LENDING LIBRARY**

In response to a request by Councillor Grant for an update on the present position in terms of the renewal of the Service Level Agreement with the County Council for WILL, the Acting Clerk reported that he had been in contact with the Acting Head of the Libraries Service who would be supplying a copy of the Agreement shortly.

**71/11 USE OF RECREATION GROUND - MILTON AND WATERBEACH CHILDREN'S CENTRE**

Arising from a request from the Children's Centre to use an area of the Recreation Ground at the rear of the Beach Social Club on three occasions for one hour each on Thursday afternoons during the summer holidays to provide activities for up to 5 year olds and their older siblings, it was

**RESOLVED**

that permission for the use of the ground be granted.

**72/11 ANNUAL VISIT BY FUNFAIR**

Following consideration of a request by James Dean and Son Funfair to use the Green for the annual visit to Waterbeach, arriving on 17th July, opening on 21st, 22nd and 23rd July and leaving on 24th July, it was

**RESOLVED**

that permission be granted, subject to the normal terms and conditions, all generators to cease operation at 10.00 p.m. and to the hard surfaced paths across the Green being unrestricted at all times.

(Councillor Johnson left at this point in the proceedings.)

### **73/11 FOOTBALL PITCHES**

The Chairman and Acting Clerk reported on enquiries received from new teams for the use of football pitches at the Recreation Ground. As it was felt that usages of the pitches was at maximum capacity currently, it was

#### **RESOLVED**

that the requests be refused.

### **74/11 EQUIPMENT**

(Councillor Rabbett declared a personal interest in the following matter as her husband was an employee of the Council.)

Members were invited to consider the purchase of a long arm strimmer for maintenance of the hedges for which the Parish Council was responsible. The previous use of an outside contractor had proved expensive and the equipment that the Council owned was insufficient for the length and height of hedges that the Council was responsible for maintaining.

Under the circumstances, it was

#### **RESOLVED**

that arrangements be made for a new strimmer to be purchased at an approximate cost of £500 plus VAT.

### **75/11 CPALC WEBSITE**

A number of Members expressed concern over recent changes to the CPALC website, with some objecting to a request for personal information before registration and others complaining at the difficulties encountered in logging on and site manoeuvrability. As a representative on the Board of CPALC, Councillor Williamson advised that the changes had been made without Board approval and Members were encouraged to write to the Secretary of CPALC to express their concerns.

### **76/11 DISTRICT COUNCILLOR'S REPORT**

District Councillor Hockney drew attention to complaints about burning for several days in the previous week on the former Waterbeach Lodge site which had resulted in some residents complaining that their health had been affected and investigations being undertaken by South Cambs Environmental Health Officers.

## 77/11 DEFERRALS

Due to the lateness of the hour, consideration of the following items was deferred to the next meeting:-

- (i) Footpath No. 2 adjoining Cambridgeshire CC IT Centre
- (ii) Speed limits
- (iii) Interment fees
- (iv) Use of Recreation Ground for Waterbeach 'Pub Olympics'
- (v) Locking of access gate to Groundsman's store and
- (vi) Various reports by County and District Councillors etc.

## 78/11 ACCOUNTS

(Notwithstanding having declared a prejudicial interest in a claim for the reimbursement of expenses in Minute No. 59/11 above, Councillor Wright remained in the meeting as there was no debate on that account and he did not vote on that matter. Similarly Councillor Kay spoke only by way of explanation following a question by a Member on her claim for reimbursement in which she had declared an interest and she did not vote on that matter.)

Following a number of questions and explanations contained in a schedule of accounts submitted for payment, answers were provided by the Chairman and the Acting Clerk. In addition, Members were informed that the local garage had ceased to accept payment through the Fuelcard Company, as a result of which alternative arrangements would need to be explored to enable fuel to be purchased by the Council's employees.

### RESOLVED

that the following accounts be approved:-

		£
The Fuelcard Company (UK) Ltd	Fuel (paid by direct debit)	81.09
Public Works Loan Board	Loan repayment (paid by direct debit)	3,770.30
Thurlow Nunn Standen Ltd.	Brush wire & gloves	9.41
Thurlow Nunn Standen Ltd.	Bearing	41.10
Thurlow Nunn Standen Ltd.	Bearing & plates	122.94
Thurlow Nunn Standen Ltd.	Nutlock & line	41.74
Mackays of Cambridge Ltd.	Tyre lever & surveyor's tape	53.29
Mackays of Cambridge Ltd.	Hammerite & tools	56.11

C J Murfitt Ltd.	Stage payment – Tillage Hall	12,580.34
Donarbon Ltd.	Waste emptying	22.68
G & J Peck Ltd.	Miscellaneous tools	412.45
G & J Peck Ltd.	Miscellaneous tools	47.37
G & J Peck Ltd.	Baler twine & handle	13.18
G & J Peck Ltd.	Nuts & bolts	3.96
G & J Peck Ltd.	Bench vice	71.33
G & J Peck Ltd.	Nuts & bolts	1.44
G & J Peck Ltd.	Socket set	61.22
R Reeves	Reimbursement for inkjet cartridges	63.88
A Wright	Reimbursement for miscellaneous expenditure – 10 <sup>th</sup> anniversary Cow Hollow Wood	136.14
Burwell Print	Photocopying	165.94
A Lovesey	Mileage claim – grievance hearing	28.00
Post Office Ltd	Under payment for 2010/11	59.21
Ms N Kay	Reimbursement – miscellaneous expenses	124.16
R Pinion	Reimbursement – miscellaneous equipment	59.40
C Rabbett	Reimbursement – purchase of fuel	51.63
A Lovesey	Expenses – grievance hearing	5.60

(Note: The payments relating to the salaries of employees, etc. appear in the confidential section of the Council's minute book.)

## **79/11 EXCLUSION OF THE PUBLIC**

### **RESOLVED**

that the public be excluded from the meeting because of the confidential nature of the matter to be discussed relating to the Council's employees.

**80/11 EMPLOYMENT MATTERS**

The minutes of this item appear in the confidential section of the Council's minute book.

There being no further business, the meeting was declared closed at 10.35 p.m.

**Chairman**

UNAPPROVED