

# Waterbeach Parish Council

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*Reports for Council Meeting 5/8/2014*

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## Item 14/34 (c) – Local Plan

# Some points to be made in a possible Waterbeach Parish Council response to the draft local plan.

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### Introduction

If Waterbeach Parish Council is to make a response to the draft local plan, it is essential that it is evidence based and focusses on the strategic issues. We have to remember that other communities potentially affected will be making their own representations and all of us can raise issues related to the effects on our communities. However, I fear that such issues will carry no real weight with the inspector whose job is described thus:

The Secretary of State has appointed Laura Graham BSC MA MRTPI as the inspector from the Planning Inspectorate to carry out an independent examination of the Local Plan. Her task is to establish whether the Local Plan is ‘sound’, taking all the representations into consideration, and report on her findings. She has also been appointed to examine the Cambridge Local Plan, which was submitted on the same day.

These definition of soundness is explained in the National Policy Planning Framework<sup>1</sup> at paragraph 182:

182. The Local Plan will be examined by an independent inspector whose role is to assess whether the plan has been prepared in accordance with the Duty to Cooperate, legal and procedural requirements, and whether it is sound. A local planning authority should submit a plan for examination which it considers is “sound” – namely that it is:

- Positively prepared – the plan should be prepared based on a strategy which seeks to meet objectively assessed development and infrastructure requirements, including unmet requirements from neighbouring authorities where it is reasonable to do so and consistent with achieving sustainable development;
- Justified – the plan should be the most appropriate strategy, when considered against the reasonable alternatives, based on proportionate evidence;
- Effective – the plan should be deliverable over its period and based on effective joint working on cross-boundary strategic priorities; and
- Consistent with national policy – the plan should enable the delivery of sustainable development in accordance with the policies in the Framework.

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<sup>1</sup> [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/6077/2116950.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/6077/2116950.pdf)

The implication of all of this is that any representations made by the Parish Council need to take the above bullet points into consideration and need to be carefully framed so as to meet the above criteria.

### Previous representations by the Parish Council

Waterbeach Parish Council made comprehensive representations to the original Issues and Options Report. These appear in the minutes of the extraordinary meeting of the Council held on 12 August, 2012<sup>2</sup> and can also be read on the website of South Cambridgeshire District Council<sup>3</sup>. The major features of these representations were that the Council opposed the proposals for a new town and a small new town at Waterbeach but supported Site Option 4 which was development of the built area only of the Barracks<sup>4</sup>.

When the proposed submission local plan was published by SCDC<sup>5</sup> it contained the proposal to build a new settlement at Waterbeach<sup>6</sup>. At that stage the Parish Council decided not to make any representations but to leave it to residents<sup>7</sup>. The minutes of the meeting of June 4<sup>th</sup>, 2013 contain the following:

*In the ensuing discussion, the following points were raised:*

- *The majority of residents attending the Annual Parish Meeting were opposed to the proposed development*
- *The Parish Council, during last year's Local Plan consultation, had already made clear their opposition to the plan to develop a new town on the Barrack's site*
- *The District Council reported a very low response to the issue from local residents*
- *The draft Local Plan exhibition, which is due to be held on 25th July at Waterbeach Primary school, gives local residents a chance to view the plans and should be advertised as widely as possible to encourage as many people as possible to attend*
- *Individual letters of objection are more effective than a petition, which counts as only one response*
- *If the site isn't used for housing, ideas for other uses need to be presented; hangars could be preserved and converted into centres for community activity, i.e. theatres, cinemas or sports centres.*
- *The site could be used for a solar farm, which wouldn't increase traffic, or could it be returned to agricultural use?*
- *The Defence Infrastructure Organisation, whose responsibility it is to sell the site, are duty bound to realise the maximum return for the MoD assets*

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<sup>2</sup> <http://www.waterbeach.org.uk/opus/php/wbpc/Documents/Minutes/Council/Minutes120814.pdf>

<sup>3</sup> [http://scambs.jdi-](http://scambs.jdi-consult.net/localplan/viewreps.php?action=submitsearch&docid=218&respondentid=17084)

[consult.net/localplan/viewreps.php?action=submitsearch&docid=218&respondentid=17084](http://scambs.jdi-consult.net/localplan/viewreps.php?action=submitsearch&docid=218&respondentid=17084)

<sup>4</sup> <http://scambs.jdi-consult.net/localplan/viewrepfull.php?repid=39257>

<sup>5</sup> <http://scambs.jdi-consult.net/localplan/readdoc.php?docid=224>

<sup>6</sup> <http://scambs.jdi-consult.net/localplan/readdoc.php?docid=224&chapter=3&docelemid=d39072#d39072>

<sup>7</sup> <http://www.waterbeach.org.uk/opus/php/wbpc/Documents/Minutes/Council/Minutes130604.pdf>

- *Specific, reasoned objections need to be presented, NIMBY ism will not carry any weight with the planning authority*
- *A template letter of objection could be included in the next newsletter*
- *Maintaining a link with the RAF is also important to the village*

*No formal resolution was made at this time.*

Of course, we now have a new Council with five new members. Formally we need to restate our opinion but it would seem clear from statements made outside Council meetings that most Councillors are still opposed to massive development on the barracks site.

Having reviewed the original response by the Council in August 2012, it would seem that the following points are those upon which the Council could make a reasoned submission to the inspector

- Strategic location
- Highways infrastructure
- Over-dependence on rail
- Unacceptable use of green field land

Although we put forward quite cogent arguments in our original submission that the housing numbers did not justify the need for the Waterbeach development, I fear that the recent inspector's reports on the Waterbeach sites may well have destroyed that argument.

The purpose of this paper is to set out some of the arguments we may use to the enquiry. It is not the actual submission.

The following text is a start on items we might cover in any response.

### Strategic location

Although in the past much of the new employment in Cambridge has happened to the north of the city, it is clear that much future expansion will take place to the south. There is very significant development proposed on the Addenbrooke's site and the recent announcement by Astra Zeneca is evidence for this.

### Highways infrastructure

A crucial disadvantage of the Waterbeach site is that it is situated on the A10 which already carries a significant volume of traffic during the morning peak, mainly from East Cambridgeshire District whose draft local plan<sup>8</sup> recognises this issue (paragraph 2.3.1):

The A10 and other key roads also experience significant congestion, with a high proportion of residents commuting to Cambridge and elsewhere for work. The challenge is to lower the level of out-commuting and tackle these capacity issues with investment in transport infrastructure.

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<sup>8</sup> <http://www.eastcambs.gov.uk/sites/default/files/SD1%20presubmissiondraftlocalplanpart1.pdf>

This comment is reflected in the County Council's Transport Strategy for Cambridge and South Cambridgeshire<sup>9</sup> where at page 5-8 it states

Despite this however, congestion along the A10 is already a significant issue with delays common in the peak hours. ... Further considerable growth is already planned for Ely and a new town at Waterbeach is currently under consideration both of which would put unacceptable levels of traffic onto the A10 if alternative provision is not provided.

The East Cambridgeshire local plan envisages much of the development occurring in the market towns of Ely, Littleport and Soham (paragraph 3.3.2). They envisage the creation of local employment, but it must be clear that with Cambridge being such a major centre, a significant proportion of the houses will be occupied by workers with jobs in Cambridge City and south Cambridgeshire. Thus, although out-commuting will be reduced from what it might otherwise have been, it must be expected that it is bound to increase.

In addition, the plan at paragraph 3.2.7 notes "Of particular concern is the recent trend for very high levels of out-commuting from new housing estates in Ely (as evidenced in recent surveys)".

Ely and Littleport both have railway stations on the main line to Cambridge. Soham currently has no station, but the plan includes the possibility of reopening a station there. Thus, particularly with the opening of the new station at Chesterton sidings, rail commuting could take some of the increase in out-commuting. However, it is still to be expected that the private car will be the preferred mode of transport for many commuters, particularly because the road links from the developments in north Ely to Ely station are not very convenient.

Policy ELY 1 in the East Cambridgeshire Local plan envisages 3,000 houses being built to the north of Ely<sup>10</sup> (pages 165-166). The site is planned to include provision of 1,300-1,500 jobs, but a major concern must be the potential easy access of this site to the A10 and the corresponding difficult access to Ely railway station. Combined with the comment about out-commuting mentioned above and figures from the 2011 census that indicate that over 44% of the working population of Ely travel to work by car or van must indicate major pressures on the A10 even before any potential new town is built at Waterbeach.

The conclusion that can be derived from all of the above is that the A10 is already significantly overloaded and will become more so as developments in Ely and further north take place. Adding a new settlement of 8,000 to 9,000 dwellings onto the side of this road must be an eminently unsustainable solution.

### Over-dependence on rail

One of the major features of the site that have been proposed by its sponsors ever since the idea was first mooted fifteen years ago is the accessibility of the site to the King's Lynn-London railway line. This advantage was pushed when the site was one of the two contenders for a new settlement

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<sup>9</sup> [http://www.cambridgeshire.gov.uk/download/downloads/id/2722/2014-01-23\\_tscsc\\_strategy\\_-\\_v40\\_jstspg\\_changes\\_post\\_jst\\_and\\_spgpdf](http://www.cambridgeshire.gov.uk/download/downloads/id/2722/2014-01-23_tscsc_strategy_-_v40_jstspg_changes_post_jst_and_spgpdf)

<sup>10</sup> <http://www.eastcambs.gov.uk/sites/default/files/Draft%20Ely%20Town%20Vision.pdf>

at the time of the Cambridgeshire and Peterborough Structure Plan 2003 when Oakington-Longstanton (Northstowe) was chosen above Waterbeach.

At the time of the Examination in Public of this plan, a letter from Railtrack (as it then was) effectively showed that the improvements in rail could not be delivered, largely because of the lack of capacity at Cambridge station.

Many things have changed since then, of course, including the proposed new station at Chesterton and the new platform at Cambridge.

## Item 14/34 (d) and (e) – Neighbourhood Plan and proposed Public Meeting

### Waterbeach and Neighbourhood Planning.

The Parish Council is proposing that Waterbeach should develop a Neighbourhood Development Plan. This will be a major ‘strategic’ piece of work which will deliver a document which will guide the way that the village is developed in the future and will be adopted by South Cambridgeshire District Council as part of their Planning Policy. A Neighbourhood Development Plan must involve all members of the community, the residents, the businesses, the landowners and groups representing particular sections of the communities such as resident’s associations. Indeed it is fundamental to the development of the Plan that most of the input comes from the communities of Waterbeach and Chittering and that it is not just a Parish Council exercise.

To explore the interest in the community in assisting with the development of such a plan this newsletter will be delivered to all households and businesses in the parish of Waterbeach and Chittering to seek their support and involvement in the project. The Waterbeach Neighbourhood Development Plan can designate the area it covers and it may be advantageous to also work with neighbouring parishes.

### What are the benefits of a Neighbourhood Development Plan?

- Better control of and access to monies resulting from development in Waterbeach Parish Communities with a Neighbourhood Development Plan get a significantly greater proportion of monies such as the Community infrastructure levy. Otherwise more of the monies would go to SCDC and would not necessarily benefit Waterbeach.
- More say in planning decisions relating to Waterbeach Parish  
Neighbourhood Development Plans are particularly important in parishes with potentially major developments. And yes that includes Waterbeach! The plan must be consistent with South Cambridgeshire’s development framework and cannot reduce the amount of development in the area but can influence how sites are developed and ensure local knowledge of specific issues in an area is reflected in any future planning permissions.

### What is a Neighbourhood Development Plan?

A Neighbourhood Development Plan is a community-led framework for guiding the future development, regeneration and conservation of an area. It is about the use and development of land and may contain a vision, aims, planning policies, proposals for improving the area or providing new facilities, or allocation of key sites for specific kinds of development. A Neighbourhood Development Plan may deal with a wide range of social, economic and environmental issues (including housing, employment, heritage and transport) or it may focus on one or two issues only. These may be issues relevant to the whole neighbourhood or to specific parts of the designated area.

### A Neighbourhood Development Plan can:

- propose more development than the Local Plan
- identify the most suitable sites for development



- help to determine what type and design of development should take place
- help to ensure adequate open space and play areas are included in developments
- help to ensure the character of the parish is maintained
- help to ensure access to existing footpaths and bridleways and the creation of new public footpaths, bridleways and open spaces as appropriate

### A Neighbourhood Development Plan cannot:

- propose less growth than in the Local Plan
- prevent any development from ever taking place in an area
- be prepared without community input and support
- be in conflict with local, national or EU policies

### What areas can be addressed in the Neighbourhood Development Plan for the Waterbeach area?

The initial idea is that the plan will set out a plan for the future for Waterbeach for the next ten to twenty years which is supported by all sections of the community. It will probably comprise a number of sections concentrating on specific aspects such as:

- an overall vision of how the area may develop in the future
- the community
- housing and demography
- commerce
- heritage and conservation
- transport
- recreation and leisure
- general infrastructure (eg drainage, communications)
- environment

and outline how the facilities and infrastructure which are needed to support future development of the area (and aligned with SCDC policies) can be delivered to the community. The plan can cover various periods of up to 20 years. Once it is in existence it can be updated and extended at intervals to ensure it still reflects the community's priorities. The plan must take account of development already included in South Cambridgeshire District Council's Local development Framework but can include community requirements to help the integration of new housing while seeking to maintain the existing village facilities and businesses. With larger developments phasing of the delivery of infrastructure before significant development is vital.

Anyone who is interested and willing to contribute to the development of such a Neighbourhood Development Plan for Waterbeach should please contact the clerk at [council@waterbeach.org.uk](mailto:council@waterbeach.org.uk). A meeting will be held in September for all those interested in helping to draft the Plan to explain the process and, hopefully, to make a start.

Some parishes already have Neighbourhood Development Plans, in South Cambridgeshire Histon and Impington, and Linton and Hildersham have started the process and other parishes are investigating the potential for their communities. Elsewhere some Neighbourhood Development Plans have been completed and there is a wealth of resources on the internet. The following links may be of interest

- <https://www.gov.uk/government/policies/giving-communities-more-power-in-planning-local-development/supporting-pages/neighbourhood-planning>
- <http://www.planningportal.gov.uk/inyourarea/neighbourhood/>
- <http://locality.org.uk/resources/neighbourhood-planning-roadmap-guide/>
- <http://www.ourneighbourhoodplanning.org.uk/>
- <http://www.scambs.gov.uk/neighbourhood-planning>

Public meeting  
School Hall – 4<sup>th</sup> September 2014 – 7.30pm

Jo Mills, Director of Planning and New Communities for SCDC, will be speaking on 4<sup>th</sup> September 2014 at 7.30pm in the school hall about the decision and implications of the appeal decisions on Cody Road and Bannold Road. The process that the Defence Infrastructure Organisation (DIO) is undertaking to select a development partner for the Barracks site will also be covered.

Following on from this there will be meeting to discuss the development of a Neighbourhood Development Plan for Waterbeach.

Representatives from

- SCDC
- CCC
- Parish Council
- Organisations in the village such as residents associations and Keep Waterbeach Rural.

will introduce themselves briefly before an ***open discussion*** on the desirability of, and support for the development of a Waterbeach Neighbourhood Development Plan.

***Working together the Waterbeach community can influence the way the parish is developed over the next twenty years. Please come and be involved. If you cannot attend the meeting remember you can contact the Parish Council clerk at [council@waterbeach.org.uk](mailto:council@waterbeach.org.uk)***

## Item 14/37(a)(i) - Terms of Reference

### Planning Committee

#### Terms of Reference – Draft: July 2014

##### Membership :

- EIGHT elected members of the Parish Council
- plus
- Chairman and Vice Chairman of the Parish Council

##### Officers:

- Election of Chairman: To be transacted at the first meeting after the Annual Meeting of the Parish Council
- The Secretary of the Planning Committee will be the Clerk or the Assistant Clerk of the Parish Council

##### Quorum :

- The quorum of the committee or shall be a minimum of five members unless the Council should decide otherwise under Standing Order 4d (viii) under which the council may determine the quorum for a meeting of a committee which shall be no less than three .
- Standing Order 3v : If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.

##### Voting :

- Standing Order 3 p: Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors or councillors with voting rights present and voting.
- Standing Order 3 q: The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.

- Standing Order 3 r: voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.
- Standing Order 3 t: A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.

### **Frequency of meeting:**

- The committee shall normally meet once a month as long as there is business to conduct and at such times as the Committee Chairman shall require.

### **Notice of Meeting**

- The Parish Clerk will call a meeting of the Committee at such time as agreed by the Committee or the Committee Chairman and publish the Agenda following standard Council practice.

### **Minutes of Meetings**

- The Minutes shall be agreed by the Committee at its next meeting

### **Area of Responsibility**

The Planning Committee has the delegated authority to:

- Make representations to the appropriate planning authority on applications for planning permission.
- Make representations in respect of appeals against the refusal of planning applications.
- Identify and make representations to the relevant authority in respect of enforcement action or any other matters considered to be breaches of planning regulations.
- Consider and make representations to the appropriate authorities on any planning related matter or documents that may affect the Parish from a planning perspective.
- Meet with affected planning applicants and make site visits as a group when applicable.

## Item 14/38(a) – Finance Report

### *Financial Report for the Period April-June 2014*

This is a preliminary report of the finances for the first quarter of 2014-2015. Some further analysis is currently being carried out and an updated report may be circulated before the meeting. Some parts of the expenditure report are incomplete and the income figures are only partially analysed.

Overall the Parish Council is performing better than budget for the first three months of the new municipal year. There are some adverse variances but these are compensated for by favourable variances. The following commentary is intended to highlight the major features of the budget report which is appended at the end of this narrative.

### General points

Profiling budgets is not an exact science; we just have to make the best possible estimate. Most budgets have been profiled on an equal quarterly basis although this has been varied in some cases because full accruals were not made last year for April costs relating to 2013-2014.

Some budgets that deviate significantly from the four equal quarter profile are

- Insurance – all the costs are expected to take place in April-June when renewals take place (but see below)
- Loan repayments – these are two half-year instalments in quarter 1 and quarter 3
- Rates – these are paid in 10 monthly instalments from April to January
- Subscriptions – all these become due in the first quarter
- Precept – 50% is received in April and 50% in September.

It should be noted that the electricity supplier was changed in February. Bills are now received quarterly up to the end of June, September, December and March. However the money is not paid out until the beginning of July, October, January and April respectively. Because the accounts during the year are prepared on a cash basis, the costs all lag a quarter behind and are unusually low for this quarter because of final payments to the previous supplier. Expenditure for the current quarter can be seen on the preliminary payments list and appears to be well within budget.

### Personnel costs

Salaries are a little over budget for the quarter. The main reason for this is because it was not realised when setting the budget that the £2,000 employers' NI rebate introduced by the government to help small businesses did not apply to Local Councils. This makes a difference of £500 per quarter which is most of the adverse variance of £677.

The recruitment costs relate to the Assistant Clerk; these costs really relate to 2013-2014 but were not accrued for. Training costs relate to the Clerk attending CiLCA training; this was an up-front payment which will not be repeated. Payroll costs relate to the cost of the bureau. Other personnel costs are significantly below budget.

### New Pavilion

Maintenance includes repairs to the pump and a one-off charge for electrical work. Please note the general comments above about electricity costs.

## Machinery store

If we ignore the zero spend on new equipment, there is an overspend here of £723 against the profiled budget for the quarter. This has to be seen in the context of a very substantial reduction in the total budget for these items from £12,500 in 2013-2014 to £7,750 in 2014-2015. The total spend in 2013-2014 was £7,424 which was the justification for reducing the budget by such a large amount and it is possible that this reduction was in retrospect too great. It is important that a close watch is kept on the total spend in this area.

## Recreation Ground

Very little expenditure has been incurred on the items under this heading apart from some new play equipment on the Gault. It should be noted that the Council holds a reserve specifically designated for play equipment.

## Other open spaces

There is an overall favourable variance here of £1,047. It appears that the Cemetery rates were underestimated.

## Administration

Office maintenance (mainly the cost of a cleaner) is showing an adverse variance of £223 for the quarter. Some of these costs should be allocated to the cleaning of the new pavilion.

The very low expenditure on electricity should be looked at in the context of the general comments made above.

The Council has not yet received a bill for the first quarter library rent.

Audit and accountancy is the cost of the internal audit. We await the bill for the external audit work.

Legal and professional does not include the substantial legal bill received late.

The Newsletter shows an adverse variance since two editions were paid for in the quarter.

Grants and donations are fully within the control of the Council and the adverse variance for the quarter will be eliminated later in the year.

Insurance shows a significant favourable variance because the bill for the main costs has only just been received. It is for around £3,600 and so it seems likely that we shall save £1,000 against budget for the year.

There are some significant one-off costs for health and safety during the quarter including payment of a year in advance for certain contracts.

## Income

Precept is on budget. Burial fees are ahead of the profiled budget. The Village Green income was from the circus.

## Overall position

As noted above, the overall position is quite satisfactory with total expenditure 14% below the profiled budget for the quarter. A few adjustments will be needed to the budget headings and these will be summarised in a report to the forthcoming Finance Committee meeting.

	Budget 2014-2015	Budget	Actual	Variance
<b>April- June 2014</b>				
<b>Staff costs</b>				
Staff salaries	67,500	16,875	17,552	677
Staff expenses	400	100	79	-21
Training	1,500	375	420	45
Clothing	500	125	-	-125
Casual staff	2,500	625	350	-275
Recruitment costs	-	-	562	562
Payroll costs	-	-	118	118
	<u>72,400</u>	<u>18,100</u>	<u>19,080</u>	<u>980</u>
<b>New pavilion</b>				
New pavilion maintenance	2,500	625	731	106
New pavilion electricity	1,600	400	148	-252
	<u>4,100</u>	<u>1,025</u>	<u>879</u>	<u>-146</u>
<b>Machinery store</b>				
Machinery store equipment	3,000	923	-	-923
Machinery store maintenance	2,500	769	529	-240
Machinery store electricity	1,500	462	145	-317
Servicing and spares	1,500	462	1,844	1,383
Fuel	1,750	538	457	-81
Small equipment purchases	500	154	132	-22
	<u>10,750</u>	<u>3,308</u>	<u>3,107</u>	<u>-200</u>
<b>Recreation ground</b>				
Bowls green maintenance	1,000	250	78	-172
Cricket square maintenance	1,000	250	-	-250
Football pitches maintenance	5,000	1,250	-	-1,250
Play equipment	1,000	250	1,925	1,675
Play Area maintenance	1,000	250	-	-250
Skate park equipment	-	-	-	-
Skate Park maintenance	-	-	-	-
Tennis courts maintenance	500	125	-	-125
	<u>9,500</u>	<u>2,375</u>	<u>2,003</u>	<u>-372</u>
<b>Other open spaces</b>				
Cemetery maintenance	1,500	375	27	-348
Cemetery Rates	250	75	118	43
Cemetery water	50	13	16	4
Chattering play area	-	-	-	-
Village green maint.	500	125	-	-125
Village green electricity	400	100	180	80
Bus shelter electricity	50	13	8	-5
Litter & bins	-	-	-	-



Parish Paths Partnership	-	-	-	-
Street furniture	-	-	-	-
Tree maintenance	3,500	875	180	-695
Rec. Car Park	-	-	-	-
Street lighting energy	-	-	244	
	<u>6,250</u>	<u>1,575</u>	<u>772</u>	<u>-1,047</u>
<b>Administration</b>				
Office equipment	500	125	143	18
Office maintenance	500	125	388	263
Office electricity	2,000	500	12	-488
Office rates	750	225	224	-1
Office water	500	125	174	49
Office misc.	-	-	-	-
Library	2,500	625	-	-625
Audit & accountancy	1,500	375	255	-120
Legal & professional	1,500	375	91	-284
Meeting costs	250	63	-	-63
Postage & stationery	500	125	281	156
Newsletter	900	225	475	250
Telephone & internet	800	200	259	59
Grants & donations	8,000	2,000	2,483	483
Subscriptions	1,000	1,000	741	-259
Insurance	7,500	7,500	2,661	-4,839
Health & safety	1,500	375	1,900	1,525
Sundry expenses	500	125	58	-67
Election costs	2,500	625	-	-625
	<u>33,200</u>	<u>14,713</u>	<u>10,145</u>	<u>-4,567</u>
<b>Finance</b>				
Loan repayment 1	2,500	1,250	1,421	171
Loan repayment 2	2,250	1,125	1,170	45
Contingency	5,000	1,250	-	-1,250
	<u>9,750</u>	<u>3,625</u>	<u>2,591</u>	<u>-1,034</u>
<b>Other costs</b>				
Tillage Hall water	-	-	-	-
Tillage Hall various costs	-	-	200	200
	<u>-</u>	<u>-</u>	<u>200</u>	<u>200</u>
<b>TOTAL</b>	<b>145,950</b>	<b>44,720</b>	<b>38,778</b>	<b>-6,187</b>

	Budget 2014-2015	Budget	Actual	Variance
<b>INCOME</b>				
Precept received	134,422	67,211	67,211	-
Burial fees received	2,500	625	1,190	565
Sports Clubs	5,000	1,250	-	-1,250
Bank interest	1,000	250	-	-250
Village Green income	500	125	350	225
Other income	500	125	-	-125
<b>TOTAL</b>	<b>143,922</b>	<b>69,586</b>	<b>68,751</b>	<b>-835</b>
<b>Income less expenditure</b>	<b>-2,028</b>	<b>24,866</b>	<b>33,083</b>	<b>8,217</b>



## Item 14/38(b)(iv) - Replacement of Climbing net



# QUOTE CONFIRMATION

**Customer Address:**

Carol Whitehouse  
Waterbeach Parish Council  
14 A  
High Street  
Cambridge,  
Cambridgeshire  
CB25 9JU

**Quote Date** 08/07/14**Quote No.** SQ218426**Your Ref.** Net**Job No.** 888888888

Customer No. 260291

Product Code	Description	Quantity	Unit Price	Amount
N400304-12	CLIMBING NET - LOW	1Each	514.10	514.10
N400304-12F	ADDITIONAL SERVICE BPK	1Each	182.02	182.02
	20 days lead			
FREIGHT-2	Delivery charge	1Each	75.00	75.00

**Total GBP Excl. VAT 771.12****20% VAT 154.22****Total GBP Incl. VAT 925.34**

Thank you for the opportunity to quote for your order. Prices valid for 30 days. If you have any questions regarding this quote please contact:

Steve Allison, Area Manager  
+44 (0)7764 365669

KOMPAN Ltd / 21 Roebuck Way / Knowlhill / Milton Keynes / MK58HL / Tel: 01908 201002 / Fax: 01908 201007 www.KOMPAN.com Reg. in England. No 1704623 VAT Reg. No. 382 2192 57

## Item 14/39(a) – Health and Safety

### WATERBEACH PARISH COUNCIL - HEALTH AND SAFETY REPORT ON MOWING OPERATIONS

Following some concerns expressed by members of the public and others concerning the procedures used by Parish Council staff when carrying out mowing operations, a review of procedures has taken place. This review has been considerably helped by advice from Stephen Broadbelt of the Business Support Team at South Cambridgeshire District Council who has visited Waterbeach and discussed the issues with members of staff.

The main concerns that needed to be addressed were

- 1 Carrying out mowing when children are near. This especially affects mowing of the Children's Play Area on the Recreation Ground
- 2 The use of the roll bar on the New Holland tractor.

Before Mr Broadbelt's visit a review of the Risk Assessments covering these operations was carried out by Robert Pinion and these are publicly available on the Parish Council website. The main changes are that more emphasis is placed upon precautions to be taken when children might be close at hand.

Following his visit, Mr Broadbelt sent the following email:

Good morning Liz

I am sorry for the delay in responding to your email as I have been out of the office until today.

As a result of my site visit to Waterbeach Recreation Grounds last Monday, I can confirm the following.

- 1) I was very pleased to note that the Parish Council has recently reviewed its grass cutting procedures in the childrens' play area in the light of recent complaints about grass cutting in this location. I can confirm in my professional opinion that shutting the paly area whilst grass cutting (with clear signage and padlocking both gates) is a reasonable adjustment to the risk assessment and should prevent the very small risk that children could be hit by the sit on tractor.
- 2) I am also pleased that common sense has prevailed over the use of the roll bar on the small sit on tractor. It is entirely reasonable to drop the roll bar whilst the grounds man is manouvering around trees with low hanging branches (e.g with TPOs). The tractor operating manual also mentions that the roll bar can be lowered for circumstances such as this, to prevent the roll bar catching on branches and tipping the tractor over.

Whilst South Cambridgeshire DC is not the enforcing authority in this instance, we are happy to continue to provide appropriate support and advice when needed.

Kindest Regards

The grounds staff are fully aware of the issues and have been instructed to operate in accordance with the revised procedures. The Parish Council is committed to the safety of the public and its staff; if anyone sees any potential breaches of proper procedures they are encouraged to report them directly to me.

Liz Jones – Clerk to the Parish Council - 01 August 2014

