

PARISH COUNCIL

Notice of Meeting

Notice is hereby given that a meeting of Waterbeach Parish Council will be held at the Old Pavilion, Cambridge Road, Waterbeach on Tuesday 5 April 2016 at 7.30 p.m. and I summons you to attend for the purposes of considering and resolving the business to be transacted at the meeting as set out below.

Please note that all open Parish Council meetings are now recorded including the open forum.

Liz Jones
Parish Clerk

AGENDA

15 / 258 THOSE PRESENT / APOLOGIES FOR ABSENCE

15 / 259 OPEN FORUM

Open Forum of a maximum of 15 minutes for members of the public to address Councillors. A member of the public may speak for up to 3 minutes to make representations, answer questions and give evidence in respect of the business on the agenda (Standing orders 3e, 3f, and 3g). Those wishing to speak must be present at the start of the meeting. This is not a forum for complaints about the Parish Council or its staff, which should be directed privately to the Parish Clerk so that they can be independently investigated in accordance with the Council's complaints' procedure

15 / 260 MINUTES

To confirm the Minutes of the meetings of the Council held on 1 March and 15 March 2016.

15 / 261 MEMBERS' INTERESTS

To receive declarations from Members as to disclosable pecuniary and other interests and the nature of those interests in relation to any agenda item. Councillors declaring an interest should leave the room at the appropriate agenda item and only return once the vote on that item has been made.

15 / 262 BANKING ARRANGEMENTS

To resolve as follows:

1. Waterbeach Parish Council wishes to open an account with Unity Trust Bank plc ("the Bank") and the meeting has seen a copy of the Bank's Terms and Conditions for operating an account;
2. The Bank's Terms and Conditions are approved and the Council appoints the Bank as its Bankers;
3. The Bank's Terms and Conditions may vary from time to time and the Council agrees to be bound by them;
4. The Mandate for the operation of the bank account, payment instructions and banking services are approved and provided to the Bank by persons authorised to do so in accordance with the Bank's procedures;
5. The Bank is entitled to rely upon this Mandate until it receives a later Mandate amending it.

15 / 263 TENDER PROCESS FOR GROUNDCARE

- a. To agree whether to authorise the Clerk to move forward with this process or not.
- b. If to move forward then to form a working party to complete the tender process in accordance with clerk's memo prepared for 2 February meeting.

15 / 264 STAFFING

To consider recommendations from the Employment Panel that:

- a. The four day week for the Clerk be recommended to the Council as a confirmed arrangement with some flexibility (depending on requirements) as to which days the Clerk works each week.
- b. Additional part-time administrative assistance should be recruited (to include the Neighbourhood Plan work already identified).

15 / 265 COMMITTEES - TERMS OF REFERENCE

To formally approve the revised terms of reference of the Finance and Planning Committees as circulated.

15 / 266 SKATEPARK - CCTV

To agree whether to install a CCTV system covering the skatepark and areas nearby. See report and recommendation from the Clerk

15 / 267 ORCHARD

To agree whether the Council feels that the District Council Tree Officer should be approached to assess the old fruit orchard at the end of Pieces Lane to advise whether any of the trees are suitable for TPOs.

15 / 268 PLAY AREAS

- a. Following the decision not to adopt the LAP associated with the site West of Cody Rd it is proposed that the Parish Council reassess its earlier resolution at 14/83/c. (see minutes November 2014) which is a contradiction to the recent decision.
- b. To consider whether Waterbeach Parish Council together with the Annington Homes Residents Association / Committee, should approach Annington Homes to investigate the potential acquisition of land for a children's play area and kick about area.

15 / 269 PARISH COUNCIL NOMINATED TRUSTEE FOR WATERBEACH MILITARY HERITAGE MUSEUM

To discuss and agree who should represent the Parish council as a nominated trustee for the next three years. No volunteers have come forward from the community

15 / 270 OFFICER & COUNCILLOR REPORTS

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

15 / 271 COMMITTEE & WORKING PARTY REPORTS

To receive reports (if any) from any Committees or Working Parties that have met since the last Parish Council meeting and which are not listed elsewhere on the agenda: - Planning, Highways, Finance, Recreation User Group, Skatepark, Emergency Plan. Toddler Playgroup, Neighbourhood Plan, Grant Funding, Cemetery, Urban & Civic.

15 / 272 MONTHLY PAYMENTS

To approve the payment of accounts for the past month – the schedule is circulated to councillors and is available on the Parish Council website. The file of related invoices is always available for councillors to inspect on the day of the meeting during working hours and for 30 minutes before the start of the meeting.

15 / 273 FUTURE AGENDAS

An opportunity for Members to suggest items for inclusion in future parish council meeting agendas.

15 / 274 EXCLUSION OF PUBLIC

To exclude the public from the meeting because of the confidential nature of the business to be discussed.

It is hereby resolved in accordance with section 1 (2) of the Public Bodies (Admission to Meeting) Act 1960 that as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted at the next agenda item (s) the Chairman asks that in the public interest the public and press are temporarily excluded from this meeting and are herewith instructed to withdraw.

15 / 275 MEMBERS' INTERESTS

To receive declarations from Members as to disclosable pecuniary and other interests and the nature of those interests in relation to any confidential agenda item. Those councillors declaring an interest should leave the room at the appropriate agenda item and only return once the vote on that item has been made

15 / 276 CONFIDENTIAL MINUTES

- a. To confirm the Confidential Minutes of the meeting of the Council held on 15 March 2016.
- b. To consider whether the decision taken at minute 15/257 should appear in the open minutes.