

# WATERBEACH PARISH COUNCIL

## Notice of Meeting

Notice is hereby given that a meeting of the Parish Council will be held at the Old Pavilion, Recreation Ground, Waterbeach on **Tuesday 2 July 2019 at 7.30 pm** 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.



Shelley Mason  
Clerk and Proper Officer

### PARISH COUNCIL AGENDA

**19/56 THOSE PRESENT / APOLOGIES FOR ABSENCE**

**19/57 OPEN FORUM**

Open Forum of a maximum of fifteen minutes duration 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 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 they can be independently investigated in accordance with the Council's complaints procedure.

**19/58 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. Those councillors declaring a pecuniary interest should leave the room at the appropriate agenda item and only return once the vote on that item has been made.

**19/59 MINUTES OF MEETINGS**

a. To agree the [minutes of the meeting on 25 June 2019](#)

**19/60 CAMLOCKS – REQUEST TO TRANSFER OPEN SPACES**

i) To agree to suspend the (bracketed provision in final sentence) of para14.4 the [Financial regulation](#)

ii.) To instruct the Clerk to seek quotes from a firm of chartered surveyors for the following specification of work: to value, survey and provide a report on the benefits, obligations and risks to the Parish Council of taking over the open spaces (minus balancing ponds) on the CamLocks development. This follows the outcome of the discussion in April (item 18-234).(Background papers circulated to Cllrs.)

**19/61 HIGHWAYS**

a. To receive a recommended short list of recommendations from the Highways Committee and decide which to prioritise Council on what to bid for in the Local Highways Improvement Fund – [link to paper](#)

b. To receive a recommendation from the Highways Committee that WPC fully funds the painting of bus stop marking(s) at Greenside and High Street.

**19/62 PUBLIC TRANSPORT STUDY**

To receive a [briefing note](#) giving details of a Combined Authority study into public

transport between Waterbeach New Town and North East Cambridge, give any initial feedback and agree whether to meet the study team to discuss further.

**19/63 CYCLE PARKING**

To consider a proposal from Waterbeach Cycling campaign – [request attached](#)

**19/64 OFFICER & COUNCILLOR REPORTS**

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

**19/65 RISK REGISTER**

To review the updated risk register (copy circulated to Councillor)

**19/66 DOCUMENT RETENTION POLICY**

To review and agree to adopt the attached policy – [see link](#).

**19/67 NEIGHBOURHOOD PLAN**

a. To receive the recommendation from the Planning Committee and endorse the following Neighbourhood Plan documents as a helpful source of guidance in understanding good design within Waterbeach Parish. Endorsement will enable them to be used when WPC assesses planning applications in future.

- [Design Principles](#)
- [Heritage & Character Assessment Documents](#)

b. To agree to submit them SCDC with a request that they are used as a material consideration when assessing planning applications.

**19/68 HEALTH AND SAFETY**

To highlight any recent items

**19/69 MONTHLY PAYMENTS AND BANK RECONCILIATION STATEMENT**

a. To approve the payment of [accounts for June](#) – the schedule is circulated to Councillors and is available on the Parish Council website. The file of related invoices is available for Councillors to inspect on the day of the meeting during working hours and for 30 minutes before the start of the meeting.

b. To note the Bank reconciliation for end May 2019

**19/70 BANK TRANSFER**

To agree to transfer funds from CCLA account into the Unity Trust current account. Note circulated to Cllrs.

**19/71 LOCAL COUNCIL PUBLIC ADVISORY SERVICE**

To consider whether to renew WPC membership with LCPAS (£120)

**19/72 USE OF PARISH COUNCIL LAND**

To consider the following requests:

**One off requests**

- Day at the Beach – use of Fire Station in July (coinciding with DATB events)
- Cambridge Rugby Club - use of Rec and pavilion for a training session on 11 July
- Waterbeach Dog Show – use of the Rec on Sunday 28 June 2020

**Long term request**

iv Request for 3x week hire of the tennis courts and rec by Mind Body Soul Fitness – note circulated to Cllrs

**19/73 MAJOR DEVELOPMENTS – STANDING ITEM**

- a. RLW Outline Planning permission for land East of the Barracks [S/2075/18/OL](#)
- b. Urban and Civic planning application [S/0559/17/OL](#).
- c. [S3372/17/CW](#) Energy from Waste Plant (Incinerator)
- d. [S/0791/18//FL](#) Relocated Railway Station

To highlight any issues/questions to be raised at the SCDC Community Forum event on 10 July, and identify who can attend.

To consider preferences for future engagement with SCDC and/or major developers

**19/74 S106 PROJECTS**

Oral update on car parking project

**19/75 COMMITTEES AND WORKING PARTIES**

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, Neighbourhood Plan, Cemetery, Emergency Planning.