

Minutes of the monthly meeting of Waterbeach Parish Council held on Tuesday, 4<sup>th</sup> May, 2010 at 7.30 p.m. in the New Pavilion, Cambridge Road

**Present:** Mr A Ball; Mr. W. Bullivant; Mrs. J. Cornwell; Mr S. Edwards; Dr. C. Grant; Mr. P. Johnson; Mr P. Mabbs; Mrs. C. Smith; Ms G. Smith; Mrs. J. Williamson(Chairman); Mr. M. Williamson; Mr. A. Wright. Mr Williamson also attends as the County Councillor for the ward; Mr Johnson also attends as a District Councillor for the ward

**In attendance:** three members of the public two of whom left after the 2010/36; the clerk;

**2010.25 Apologies:** Mr W. Grant; Mr M. Leeke.

**2010.26 Declarations of Interest for matters on the agenda:**

Dr C Grant declared a personal interest with reference to agenda item 7/31 as having a business relationship with the Clerk and with agenda item 11/35 as having provisionally reserved a plot in the cemetery

**2010.27 Open Session for the Public**

- Standing Orders suspended for 15 minutes if public or press wish to speak  
No representation made

**2010.28 To approve the Minutes of the meeting held on 6 April, 2010**

Mrs Cornwell proposed, seconded by Ms Smith and agreed that the Minutes be approved and signed.

**2010.29 Clerk's report and matters arising from the Minutes**

Dirt ramps – no response from Wilburton Parish Council. Agreed that the assessor carrying out the annual inspection of play equipment risk assesses the site/model for the dirt ramps.

Cemetery rubbish – Mr Wright to consult with Clive Rabbett reference provision and siting

Waterbeach Brass – having looked at the inside of the old pavilion and the store at the back of the new pavilion a written request to be considered as users of Tillage Hall or the old pavilion would be submitted.

Community Association – Community Association meeting on 26 April attended by Mrs Cornwell and the clerk. Plans of the internal layout of Tillage Hall were distributed. Questions answered about the usage of the hall and the availability of the building. The meeting was informed that at the current time letting fees have not been determined but that fees charged by neighbouring villages had been taken into account. Mr Pell, Waterbeach Brass expressed an interest of hiring the hall. He was invited to suggest to Waterbeach Brass that a letter expressing an interest in hiring Tillage Hall be sent to the parish council. The scheme to improve path across the recreation with a wider lit path was explained. It was explained to those with concerns about the lighting that consideration had been given to residents along Cambridge Road and that this concern along with vandalism issues had resulted in the council agreeing to have ground level lighting. It was suggested that it should also be time controlled.

The issue of funding was not raised but was explained and all funders detailed. The Community Association applauded the fact that funding without the need to raise funds through the precept had been achieved. However it was explained that in the worse case scenario of the anonymous donation not materialising a long term loan would have to be taken out.

Interest in the use of the old garage was expressed by the community association who were invited to submit a letter to the parish council.

Tillage Hall – work has come to a halt as the water main across the recreation ground has been found to interfere with the foundations. An order to divert the main has been made. Murfitts will be returning, if they have a gang free, to start work on the path whilst they are waiting to be able to proceed with Tillage Hall. The surface of the roadway from Cambridge Road should be given further consideration in relation to the use of the roadway and the services under it.

Future Jobs Fund – Iain Russell has been appointed as a grounds maintenance operative under the scheme. Iain started work on 29 April and will be working for 25 hours per week. The appointment is funded by the government.

Network Rail – have laid a temporary track along the grass strip adjacent to Car Dyke at the request of English Nature in order that they can carry out work on the railway. Network Rail had been dealing with CCC regarding access and were not aware that the PC owned the first section of track. It was agreed that a method statement be requested before any further movements are made.

Training – A training programme for the Council following the election on 27 May has been requested from CPALC with a particular request for Code of Conduct training as recommended by the Standards Hearing Panel

Groundsman – interviews will take place on 30 April

Mr Grant, Mr Leeke and Mr Mabbs, who are not standing for re-election thanked for their support as committee members and or chairman.

**2010.30 To receive and consider any point relating to Health and Safety in relation to employees, equipment, properties and land**

No issues raised.

**2010.31 To approve the accounts for payment**

Mr Williamson declared a personal interest as a board member of CPALC in the payment to them Mr Ball proposed, seconded by Mrs Cornwell and agreed that the accounts as presented and the additional accounts as added should be paid.

It was agreed that consideration should be given to alternative communication service providers should be made.

**2010.32 To receive reports and minutes of :**

- i. Planning Committee held on 20 April 2010 - noted
- ii. Finance Committee held on 27 April 2010

Dr Grant declared a personal interest in discussions relating to the repair of the cemetery wall as having engaged the contractor who had submitted an estimate.

The sum allocated for repairs at the cemetery was noted and agreed.

Concern was expressed that it would not be in order to request payment from the Colts Football Club for the use of the recreation ground and pavilion for the beer festival as adequate notice had not been given to the club. Mrs Cornwell proposed, seconded by Mr Johnson and agreed that a donation should be requested for the 2010 beer festival and that the club be informed that it is possible that a fee may be requested in future. It was agreed that the matter be referred back to the Finance Committee.

**2010.33 Tillage Hall**

- i. To receive report of meeting of Building Task Force

A report had not been received from Alan Lamb, project manager, of the meeting held on 20 April. Work had stopped as a water main had been found to clash with the foundations. Murfitts do not expect an increase in their charges due to the stand down.

EDF had not started work on the supply. The clerk would request an update from Mr Lamb.

- ii. To receive report of meeting of Management Task Force

- a. To consider management option in relation to VAT for the new building

Mr Ball proposed, seconded by Mr Williamson that the Management Working Party start some preliminary background work into the principle that the Council adopt the charitable status model for the governance of the building.

- iii. To approve agreement with Waterbeach Action for Youth, Cambridgeshire County Council for Capital Funding for Tillage Hall

As agreed by the Council Mr Ball and the clerk had liaised with Steve White, CCC, on the agreement to reach wording acceptable to both parties.

Mr Williamson had also made some input and declared that, as a County Councillor, he had a prejudicial interest in any discussion on this topic.

It was agreed that the re-drafted agreement be circulated to councillors for comment.

Mr Ball proposed that subject to the clerk, Mr Williamson and himself being satisfied any amendments to the agreement that the chairman should sign the document.

It was noted that Tumble Tots would be interested in using Tillage Hall

**2010.34 To consider implications of the access strips along Car Dyke being entered into a Higher Lever Scheme by Cambridgeshire County Council**

John McMillan, CCC, has indicated that CCC are considering letting the grass strips either side of Car Dyke for grazing. Consideration will be given to bridleway access. It was agreed that a letter be sent to CCC lodging a request that enhanced access be incorporated in any scheme that may be entered into and that the Council is kept informed of the criteria for any scheme and the progress that is made.

**2010.35 To consider future provision for interments**

It was agreed that this would be discussed at a future meeting following the annual inspection.

**2010.36 To consider publicity for forthcoming parish council elections**

It was agreed that the poster, as drafted by the clerk, promoting the election should be displayed in the village and that the letter, as drafted by Mr Williamson, requesting a written statement of 60 words, should be circulated to all candidates. The clerk would compile a newsletter of all submitted statements to be printed by Print Out. Mr Johnson agreed to arrange delivery to all households in the parish.

**2010.37 To note future training for councillors**

See clerks' report (2010.30). Mrs Cornwell requested that the clerk investigate why her certificate of attendance had not been received.

**2010.38 To discuss findings of risk assessment for the entrances on the western boundary of the recreation ground and the location of the cricket nets and to make a decision on closure of gap in south west corner**

Risk assessment had been done by Sandra Mitcham, CPALC and circulated to councillors. Recommendation of the risk assessment that the cricket nets are located in the best location on the field, that the Council need to ensure that regular inspections are undertaken to ensure that there are no ground or environmental defects. That the proposed new access (SW corner of the recreation ground) is too risky for the Council to consider because of its close vicinity to the cricket nets and the poor visibility splays onto Car Dyke. The other two accesses on the western boundary do not need any adjustments. Mrs Cornwell proposed, seconded by Mr Mabbs and agreed that the recommendation of the risk assessment be accepted. It was agreed that with the recommendation of the risk assessor that the insurers would give no choice as to the action that the Council could take.

It was agreed that the Risk Assessment be displayed on the web site with an explanation as to how the Council had arrived at their decision and that planting would take place in the gap during the next planting season.

Mr Johnson agreed to speak to Mrs Lloyd to explain the decision to keep the gap closed and to increase the planting.

It was agreed that all risk assessments carried out by external assessors should be displayed on the website.

**2010.39 To approve risk assessors for annual inspection of play equipment**

It was agreed that estimates from Play Inspection Company and one other should be sought by the clerk for the annual inspection of the play equipment.

**2010.40 To consider future contract for electricity**

Tariffs from British Gas, Southern Electric through Eastern Shire Purchasing Organisation and E-ON through Blue Mark Consultants had been obtained. After consideration it was agreed that the tariff offered by Blue Mark Consultants should be accepted for electricity supply to the new pavilion, the old pavilion and the electricity box on the green.

**2010.41 To consider future use of old garage**

A request from Waterbeach Community Association and WILL for storage space in the old garage had been received. It was agreed that in principle both community organisations could make use of the storage space. It should be determined what space and shelving was needed.

**2010.42 To receive external auditor's report**

It was noted that the external auditor had noted that the Council were in breach of the requirement of the Accounts and Audit Regulations 2003 (as amended) to approve of the annual return by 30 June. Other matters not affecting their opinion but which should be drawn to attention of the council were that all audit reports received by the Council should be reviewed and discussed as soon as possible following receipt and that internal control procedures and other financial regulations should be reviewed regularly.

It was agreed that the requirement to approve the annual statement by 30 June is very demanding. It was also noted that arrangements to ensure that there is a contingency plan to ensure that the council can operate in similar circumstances as experienced at the end of the 2009 financial year when the clerk was on long term leave should be put in place.

**2010.43 To receive reports from Councillors, officers and representatives of the Council**

- i. County Councillor – no report
- ii. District Councillor/s – no report
- iii. Chairman

Sth Cambs AJC meeting – double yellow line programme consultation is progressing  
 Donarbon liaison – meeting attended with Mrs Cornwell. New MBT plant being commissioned.  
 The possibility of using the end product from the plant for a combined heat and power generation plant is being explored.

New dry recyclables sorting facility to be built.

- iv. Library Officer

CCC – no communication regarding changes to be implemented due to budget reduction following meeting. SLA still not returned to Council. Further copy to be signed and sent to CCC by recorded mail.

Wooden trolleys – to be ordered by clerk to ensure safer working

Reading Challenge books – ordered for delivery for summer reading scheme

Volunteers – additional volunteers are urgently needed

Borrowing targets – all targets of rotating stock, visitors and new registration have been met.  
 More support is needed to met performance targets

- v. CPALC – no report

- vi. Neighbourhood Watch

Registered NHW coordinators are receiving regular updates of incidents in Waterbeach and surrounding areas.

PCSO John Mason – introduced to whilst he was carrying out speed checks in Chapel Street.

- viii. Trees

An application for the next two years of works on the trees on the green and the gault will be submitted to SCDC

Clare Close tree – now removed. Consideration as to how its loss can be mitigated should be considered after the annual inspection of the site

- ix. Wicken Vision

No report

- x. Public Art Forum/Waterbeach Cultural Collective

Meeting held on 12 April

Short listing for artist on 28 May. Interviews will be held on 21 June

Annual general meeting to be held in September

**2010.44 To receive communications to the Council as seen fit by the Chairman for presenting to the Council**

Ms N Kay – resignation

Moore Stephens – external audit report

Woodland Trust – Cow Hollow Wood 10<sup>th</sup> Anniversary celebration

CCC – Springing into Action Countryside Access and Public Rights of Way

British Gas – renewal of contract

SCDC – Sth Cambs. And Cambridge City Council Strategic Flood Risk Assessment

Sandra Mitcham – risk assessments

CCC – Introduction of electronic consultation

**2010.45 To receive all other correspondence**

ACRE – Community Action magazine

CPALC – membership news

CCC – Cambridgeshire Older Peoples Newsletter

**2010.46 To answer questions from Councillors**

Feast stall – it was agreed that a pitch next to the WILL stall should be requested for the Council

Cam Locks – it was noted that despite the surface water drain not being completed house building had commenced

**2010.47 Matters for the next agenda**

Dirt ramps

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