

WATERBEACH PARISH COUNCIL
Minutes of the Annual Meeting held on Tuesday 3 May 2011
in the New Pavilion at 7.30 pm

Present: Cllrs: A Ball, B Bull, B Bullivant, K Grant, M Howlett, P Johnson, N Kay (Chair), A Lloyd, J Rabbett, D Smart, C Smith, J Williamson, M Williamson, A Wright.

In attendance: Mrs A Griffiths (Minutes Secretary, LGS Services)

1. To elect a Chair

There were two nominations Cllr Kay ^(Prop JR, 2nd CS) and Cllr Williamson ^(Prop AW, 2nd AB)
Cllr Williamson was proposed by Cllr Wright and seconded by Cllr Ball.
A secret ballot was held the results of which was –
Cllr Williamson 6 votes.
Cllr Kay 8 votes – Elected. Declaration of acceptance of office signed.
Thanks were expressed to Cllr Williamson for stepping in at a very difficult time.

2. Apologies

Apologies were received from Cllr Cornwell (unwell).

3. Declarations of interest for matters on the agenda

Cllr Smart declared a personal and prejudicial interest in item 27 (Employment matters) as being married to an employee.
Cllr Rabbett declared a personal interest in Item 10 (Health and Safety) and a personal and prejudicial interest in Item 27 as being married to an employee.

4. Open session for the Public

No members of the public were present.

5. To elect a Vice-Chairman

There were two nominations Cllr Ball ^(Prop KG, 2nd MW) and Cllr Smith ^(Prop AL, 2nd BB) A secret ballot was held and Cllr Smith was declared Vice-Chairman having received eight votes to Cllr Ball's 6 votes.

6. To elect members of:

It was agreed ^(Prop NK 2nd JW carried with 11 in favour, 1 against and 1 abstention) that the committee members should stay the same unless any councillor wished to change their membership of any committee.

Membership of the Committees was agreed as follows, with the Chairman and Vice-Chairman having Ex-Officio membership in all cases:

i. Finance Committee

Agreed: Cllrs Grant, Lloyd, Rabbett, Williamson, Bull and Johnson. ^(Prop AW, 2nd MH)

ii. Highways Committee

Agreed: Cllrs Bullivant, Howlett, J Williamson, Wright, plus the County Councillor and Cllr Johnson Ex-Officio as District Councillor. ^(Prop AW, 2nd MH) Cllr Cornwell is to be invited to join the committee.

iii. Planning Committee

Agreed: Cllrs Bull, Bullivant, Cornwell, Grant, Rabbett and Wright. ^(Prop BBull, 2nd JR)

- iv. Recreation Facilities Users' Committee
Agreed: Cllrs Bull, Howlett, Lloyd and Smart. (Prop AW, 2nd AL)
 - v. Employment Panel
Agreed: Cllrs Bull, Williamson, Wright, Lloyd, Ball. (Prop AW, 2nd BBull)
 - vi. Disciplinary and Grievance Panel
Agreed: Cllrs Bullivant, Lloyd, J Williamson. It was agreed to leave the number of members as three. (Prop AW, 2nd BBull)
 - vii. Appeals Panel
Agreed: Cllrs Howlett, Cornwell, Rabbett and Smart (Prop AW, 2nd AL)
 - viii. Tillage Hall Building Task Force
Agreed: Cllrs Cornwell, Grant, J Williamson (Prop AW, 2nd MH)
 - ix. Tillage Hall Management Task Force (now Management Committee)
Agreed: Cllrs Williamson and Rabbett were agreed as the nominees for the Parish Council (Prop BBull, 2nd AW).
- 7. To elect officers/representatives for**
- i. Footpaths
Agreed - D Armstrong, who is willing to continue (Prop AW, 2nd CS)
 - ii. Community Association
Agreed – Cllr Bullivant (Prop JR, 2nd CS)
 - iii. Library
Agreed – Cllr Grant (Prop CS, 2nd AB)
 - iv. Twinning
Agreed – P Gooding, if willing to continue (Prop AW, 2nd AL)
 - v. Youth
Agreed – Cllr Rabbett (Prop PJ, 2nd MH)
 - vi. Play Area
Agreed - Cllr Rabbett, to liaise with Cllr Cornwell (Prop AL, 2nd AW)
 - vii. Trees
Carried forward to the next meeting.
 - viii. Charity Football
Agreed – Cllr Howlett (Prop AW, 2nd CS)
 - ix. Wicken Fen Vision
Carried forward to the next meeting.
 - x. Waterbeach Cultural Collective
Agreed – Cllr Mrs Williamson (Prop CS, 2nd AW)
 - xi. Cemetery
Agreed – Cllr Wright with Cllr Smith to assist with marking (Prop BBull, 2nd PJ)
 - xii. Cemetery/Winfold Road/Old Pond site safety check
Agreed – Cllr Smith (Prop AW, 2nd AL)

- xiii. Village Green/Gault safety check
Agreed – Cllr Bull ^(Prop JR, 2nd PJ)
- xiv. Recreation Ground safety check
Agreed – Cllr Bullivant ^(Prop PJ, 2nd BBull)
- xv. Skateboard Park safety check
Agreed – Cllr Ball ^(Prop PJ, 2nd JW)
- xvi. Waterbeach Play Area safety check
Agreed – Cllr Kay ^(Prop CS, 2nd BB)
- xvii. Chittering Play Area safety check
Agreed – Cllr Cornwell ^(Prop AW, 2nd AB)
- xviii. Parish Plan
Agreed – Cllr Ball ^(Prop JW, 2nd MH)

Tillage Hall Safety Check – a new role was proposed for the interim period pending the handover. Agreed – Cllr Ball ^(Prop CG, 2nd PJ)

The suggestion of a responsibility role for Health and Safety issues relating to the use of the car park and the trackway, separately from the Recreation Ground, is to be an agenda item for the next meeting.

- xix. Responsible Financial Officer
It was noted that Mrs Melanie Carr had been appointed as Acting Responsible Financial Officer at the previous meeting.
- xx. Internal Auditor
Messrs Helis and Lodge were agreed as Internal Auditors ^(Prop AW, 2nd MW). Cllr Williamson's kind offer to prepare papers for the year end was accepted by the Parish Council ^(Prop CS, 2nd PJ). It was noted that a postponement would be required from the external auditors.
In response to the suggestion of a change of Internal Auditor, it was unanimously agreed that the Finance Committee should investigate this possibility for the FYE 2012 and bring a recommendation to the Parish Council ^(Prop CS, 2nd AW), but that in the meantime the status quo should be maintained.

8. To approve the Minutes of the meeting held on 19 April 2011

An amendment to Item 8/36 of the minutes of 19 April 2011 was unanimously agreed ^(Prop AB, 2nd AL), to read “It was noted and agreed ^(Prop NK, 2nd CS, carried with 1 abstention) that the word “supervision” should not have been used in the agenda item relating to the request made in July 2010, which should have referred to “overview” instead. The Chairman apologised on behalf of the Parish Council. The request was agreed to.” The minutes of the meeting were then unanimously approved ^(Prop JR, 2nd CS) and signed by the Chairman.

The Confidential minutes of the meeting of 19 April were agreed ^(Prop AW, 2nd BBull, carried with two abstentions) and signed by the Chairman.

9. Clerk's report

No Clerk Report was available.

A request had been received from Circus Tyanna to visit for a week from Sunday 29 May. This had been discussed a year or two ago and it was agreed in principle that the Circus should again be granted permission to visit, subject to a satisfactory risk assessment and details of

insurance cover being provided, at the same rate as previously agreed ^(Prop CG, 2nd AL, carried with 12 in favour). It was agreed that Cllr Rabbett would contact the Circus and ascertain their requirements including operating times.

10. To receive and consider any point relating to health and safety in relation to employees, equipment, properties and land

JW raised the issue of a tree opposite the old school which contains a lot of dead wood, Cllr Kay (chair) agreed to explore the options and to discuss with SCDC the Trees Officer.

The matter of rubbish by the dirt ramp was raised. It was agreed ^(Prop MH, 2nd CS) to install a bin near the dirt ramp.

It was noted that a metal sheet had been placed over concrete adjacent to the Post Office.

New kitchen units are under consideration and are to be followed up with the carpenter.

It was noted that 10 appliances had been PAT tested. The PAT testing of equipment owned by the Clubs is to be an agenda item for the next meeting – carried forward.

11. To approve the accounts for payment

Cllr Rabbett declared a personal interest in this item as married to an employee.

Cllr M Williamson reported on adjustments to the payroll and its administration.

The financial report was received and considered and invoices and bank statements were checked. Clarification is to be sought on the invoices from Thurlow Nunn Standen and MJ Potts. The invoice from MJ Potts for £480.76 was not addressed to the Parish Council and was not approved for payment.

Concern was expressed that the pump had been expensive to replace and it was agreed ^(Prop AW, 2nd AL, carried with 13 in favour, 1 against) that this should go on a checklist for preparation of equipment and drained and insulated ready for the winter, to be carried out no later than October.

The background to the invoices from Pro Green was discussed. It was agreed ^(Prop AL, 2nd CS, carried with 9 in favour, 2 against and 2 abstentions) to withhold the second payment for £450.00 for remedial work due to the bowls green not being playable, and to seek clarification with the contractor.

The payments as listed in the report, with the exception of the cheques for £480.76 (MJ Potts) and £450.00 (Pro Green), were approved for payment ^(Prop MW, 2nd AL, carried with 1 abstention). Credits received since the last meeting were noted.

CSA	£221.52
Collier Turf Care	£116.28
Pro Green	£246.00
Thurlow Nunn Standen	£136.16
Mackays	£75.39
AON Ins	£1164.52
Cambridge Water Co	£171.37
Donarbon	£62.40
DAS Building Services	£528.00
SCDC	£455.39
Panks Pumps	£1041.00
BT	£254.71
B Langley & Son	£60.00
G & J Peck	£10.32

R Pinion – phone	£10.00
Mark Weatherhead	£456.82
M Carr (Mileage, HSE & Post Office Stamps)	£68.98
E.oN	£8.14
R Pinion (back pay)	£66.57
Waterbeach Community Car Scheme	£150.00
E.oN DD	£7.31
E.oN DD	£126.76
E.oN DD	£172.93
Liquidcard DD	£68.68

Tillage Hall	
AFP Construction	£483.00
CJ Murfitt	£137,651.57

12. To receive reports and Minutes of committee meetings

i. Planning Committee – 19 April 2011

The minutes of the meeting of 19 April were noted.

ii. Planning Committee – 26 April 2011 (including decision on application S/0700/11)

The Parish Council unanimously supported the recommendation ^(Prop BBull, 2nd AL) of the Planning Committee that the application should be refused. It was agreed to submit the following comments to SCDC:

“The Parish Council recommend refusal because there are concerns that the conditions for the previous permissions were not being fully complied with and that some of the information on the application was inaccurate and misleading. Moreover the Council have received letters expressing the concerns of neighbours and other residents of Chittering who consider this to be an inappropriate development and support them and concur that the specific points that they have raised need to be addressed”.

13. Tillage Hall

i. To receive report from Building Task Force meetings

An update was provided. The builders are now off site and a meeting is to be arranged for formal handover. The fire safety position is being checked to enable the building to be used. A list of needs is being drawn up in order to apply for a grant.

ii. To receive report on progress with lease

Cllrs Williamson, Wright, Smith and Ball will meet to take this forward.

iii. To receive report from management group

It was reported that this was progressing very well with licensing being investigated and enquiries being received.

14. To receive update on street light at Chittering

An update is to be sought from Mr Langley.

15. To consider future provision for interments

It was reported that this was moving forward. A request has been received for two more spaces in an area for children. An up to date diagram is to be studied. Carried forward.

16. **To consider action to be taken at the gap in the south west corner of the Recreation Ground**
It was agreed ^(Prop NK, 2nd CS, carried with 11 in favour, 1 against and 2 abstentions) to postpone this matter until September.
Cllr Johnson left the meeting at 9.30 pm.
17. **To consider future use of Old Pavilion**
It was agreed ^(Prop AW, 2nd AL) not to take any action regarding the Old Pavilion until it had been vacated, inspected and any problems rectified. A response regarding proposals is awaited.
18. **To consider Mr Smart's request that he no longer supplies diesel to the Council**
After some clarification, this item was not discussed or voted upon.
19. **To consider street lighting maintenance options from July 1 2011**
It was unanimously agreed ^(Prop AW, 2nd JW) that a list and location map should be obtained and passed to the Finance Committee to consider.
20. **To consider requests from sports clubs for reduction in fees**
- i. **Bowls Club**
Concerns had been expressed by the Bowls Club about the poor playing surface. It was noted that the fees currently being charged were for the previous season, in arrears. It was agreed ^(Prop NK, 2nd MW, carried with 11 in favour and 2 abstentions) that Cllr Kay would discuss the matter informally with the Bowls Club and obtain information from Pro Green, then report back to the Parish Council – carried forward.
- ii. **Colts Football**
A discount had been requested as the Club had had to mark white lines themselves. It was unanimously agreed ^(Prop CG, 2nd JW) to waive the fees for the beer festival by way of recompense for the extra work incurred but should the club wish to make a donation towards the Tillage Hall, this would be appreciated.

On a proposition by the Chairman, it was agreed to vary the order of business to take Item 27 (Employment Matters) next.
At 9.50 pm, Cllr Smart, having previously declared an interest in this item, left the meeting.. In accordance with Standing Order 70, in view of the confidential nature of the business to be transacted, that is, the Council considering employment matters, the public were temporarily excluded from the meeting and were instructed to withdraw. No members of the public were present. The Minutes Secretary was invited to remain.
At approximately 10.20 pm, the meeting was re-opened to the public. Cllr Smart returned.
Cllr Ball left the meeting.
21. **Plans for Annual Parish Meeting (May 17th)**
It was agreed that arrangements would be made for the meeting to be held in the Tillage Hall if available. Cllrs Ball (abroad) and Grant (health reasons) gave apologies for absence.
22. **To agree dates for inspections of council property**
Dates are to be arranged. Cllr Grant gave her apologies (health).
23. **To receive reports from Councillors, officers and representatives of the Council**
- i. **County Councillor**
Cllr Williamson, as County Councillor, reported on a meeting of the Children's Centre Advisory Board. The new leader of the County Council is Cllr Nick Clark.

It was agreed that the following reports would be carried forward to the next agenda.

- ii. District Councillor/s
- iii. Chairman
- iv. Library Officer
- v. CPALC
- vi. Neighbourhood Watch
- viii. Trees
- ix. Wicken Vision

24. To receive correspondence
Carried forward to the next agenda.

25. To answer questions from Councillors
None.

26. Matters for the next agenda
A request was made for the NALC document on policies and procedures and all the policies to be circulated and for this is to be an item on the next agenda.

Adoption of Terms of Reference and Standing Orders – to be an item for the next agenda.

A report on the usage of the Recreation Ground and the Green is to be an item for the next agenda.

27. Employment matters (confidential item)
Dealt with previously.

There being no further business the meeting closed at 10.32 pm.

SignedChairmandate
