

WATERBEACH PARISH COUNCIL

Minutes of a meeting of **Waterbeach Parish Council** held on 10th January 2012 at 7.30 p.m. at the New Pavilion, Cambridge Road, Waterbeach.

PRESENT

Councillor N Kay, Chair

Councillors W Bullivant, J Cornwell, C Grant, M Howlett, P Johnson, D Smart, C Smith, Mrs J Williamson and A Wright.

APOLOGIES

Apologies for absence were received on behalf of Councillors B J Bull, A Lloyd, J Rabbett and M Williamson.

OPEN FORUM

Prior to the meeting the Council was addressed by members of the public who had attended to speak about the condition of the tennis courts at the Recreation Ground. They explained that a group of about 12 persons played tennis regularly on the courts on Sundays but they drew attention to the fact that the courts were not well maintained, with the nets disintegrating, no handle to adjust net heights, moss growth on the court surface and evidence of dogs being exercised inside the perimeter court fencing. Dog excrement was being left on the courts and broken glass had been a problem in the summer.

Members agreed to the treatment of the moss with an appropriate moss killer and the erection of suitable signs asking owners not to take their dogs onto the courts. With regard to replacement nets, it was suggested that this be included on the agenda for the next meeting of the Finance Committee.

Although a tennis club had not been formed, the Chair extended an invitation for a representative of the tennis players to attend meetings of the Recreation Users Committee so that any issues affecting the courts could be brought to the attention of the Council.

204/11 MINUTES

Upon being moved by Councillor Wright and seconded by Councillor Mrs J Williamson, the Minutes of the meeting held on 6th December 2011 were approved as a correct record and signed by the Chairman.

205/11 MEMBERS' INTERESTS

Councillor D Smart declared a prejudicial interest in respect of Minute Nos. 226/11 (Legal Challenge) and 227/11 (Employment Tribunal).

Councillor Mrs J Williamson declared a personal interest in respect of Minute 207/11 (Planning).

206/11 RECREATION USERS COMMITTEE

RESOLVED

that the minutes of the meeting of the Recreation Users Committee held on 6th December 2011 be received.

207/11 PLANNING APPLICATIONS

Members considered the following application for planning permission, as a result of which it was:-

RESOLVED

(a) that the following observations be submitted to South Cambridgeshire District Council:-

- (i) S/2213/11 3 Denny Abbey Cottages – Front conservatory

That the District Council be recommended to approve the application, subject to all builders' vehicles and materials being stored on site.

(b) that the approval of the following planning applications by South Cambridgeshire District Council be noted:-

- (i) S/1642/11 Waterbeach Community Primary School – Replacement boundary fence
- (ii) S/2212/11 26 Payton Way – Two storey side extension
- (iii) S/2239/11 25 Pieces Terrace – Replacement single storey rear extension

(c) that the refusal of the following planning applications by South Cambridgeshire District Council be noted:-

- (iv) S/2094/11 28A High Street – Part demolition of barn and construction of 1 bedroom house
- (v) S/2099/11 28A High Street – Demolition of barn

(d) that the withdrawal of the following planning applications be noted:-

- (vi) S/1977/11 2 Bannold Box Cottages, Cross Drove - Outbuilding
- (vii) S/2008/11 1 Bannold Box Cottages, Cross Drove - Garage.

208/11 BY-ELECTION

Arising from the recent publication of the notice of vacancy on the Parish Council, Members were informed that the requisite 10 signatories had requested that a by-election be held and

that notification had been received from the District Council that the election would be held on 23rd February 2012. The Acting Clerk advised that, if the election was contested, the cost to the Parish Council was likely to be in excess of £3,000 plus a further £1,000 or thereabouts if the Council wished to have poll cards issued to electors notifying them of the date, time and venue of the election.

Members also were informed that the District Council had proposed the use of Denny End Business Park as the location of the polling station for electors from Chittering. However Members indicated that they considered this unsuitable as the access was a private road and there were nearby shooting rights. As an alternative, it was suggested that it would be preferable if a caravan were to be parked in the lay-by near the Old School in Chittering and used as the polling station.

RESOLVED

- (a) that the District Council be informed that the Parish Council is prepared to meet the cost of poll cards being issued for the by-election; and
- (b) that the District Council be informed that the Parish Council consider Denny End Business Park to be unsuitable for use as a polling station and the District Council requested to use a caravan located in School Road, Chittering as the polling station for Chittering electors.

209/11 TILLAGE HALL

Further to Minute No. 186/11, Members were informed that representatives of the Tillage Hall Trustees had met a pro bono lawyer at Taylor Vinters, Solicitors, regarding the structure of the charity, the outcome of which would be discussed shortly by the 'shadow' committee. As the lease to the Trustees had yet to be completed, the Acting Clerk pointed out that the licences to occupy the Tillage Hall by the Friends and WAY would need to be extended for a further 3 months.

A number of concerns were raised by Members about the delay in completing the lease and information was requested as to the composition of the Trust and the Friends, together with sight of the minutes of the last meeting of the Friends and a progress report from the Trustees. It was suggested by Members that the Trustees be asked to give an assurance that the lease would be completed by the end of March 2012.

The Acting Clerk also reported that he had received notification from the Valuation Office that the rateable value of the Tillage Hall had been assessed at £6,300, although a further request for information had also been received from that Office. As the Hall was being occupied by the Friends, Members emphasised that the rates should be paid by that organisation to avoid the loss of small business relief for Parish Council premises and the Acting Clerk indicated that he would ask the Friends to complete the request for information for return to the Valuation Office.

210/11 ERECTION OF BANNER

Following consideration of a request by Slimmers World for the erection of a banner, 23" x 71" in size, advertising a regular booking at the Tillage Hall for a period of two weeks, it was

RESOLVED

that the request be approved and permission granted for a banner to be displayed near the Tillage Hall, subject to the organisation agreeing to remove the banner at the end of the period.

211/11 FOOTWAY LIGHTING MAINTENANCE ARRANGEMENTS

The Acting Clerk reported that South Cambridgeshire District Council had agreed to accept responsibility for day-to-day maintenance, renewals and replacements of non County Council footway lighting, although parish councils would retain responsibility for the energy charges. It was suggested that this would apply to any lighting provided by the Parish Council on footways but might not extend to any lighting that the Council was responsible for on housing estate footpaths or elsewhere.

Arising from the PFI project that the County Council had entered into with Balfour Beatty, the Acting Clerk reported on correspondence received from the Street Lighting Section with regard to the street lighting column replacement programme and enquiring whether the Parish Council was prepared to meet the cost of retaining the 10% of columns that were not intended to be replaced. The County Council had indicated that the new columns would include a white light source which meant that the lighting would be brighter than the old columns that were to be replaced and that the reduction in columns would therefore be less noticeable than would otherwise have been the case.

The Acting Clerk advised that the columns were being replaced over a 5 year programme and no information was yet available as to when the work would be undertaken in Waterbeach. Further information had been sought from the County Council as to the cost of erecting and maintaining the columns that would not be retained but a reply had yet to be received. Members were also advised that the location of the replacement columns would not be known until such time as a detailed survey of Waterbeach was undertaken by Balfour Beatty later in the programme.

212/11 BEACH SOCIAL CLUB

Members' attention was drawn to a request from the Beach Social Club for a marquee to be erected in the garden at the rear of the Club to enable entertainment to be held with local bands, a barbeque and other events to commemorate the Queen's Diamond Jubilee. In the absence of any information as to the length of time that the marquee was intended to be erected and the times when the entertainment would be provided, Members were conscious of the need to avoid any disturbance late at night for neighbours, especially as the latter would not need to be consulted by the Club in serving a temporary events notice on the District Council for the entertainment proposed.

It was therefore

RESOLVED

- (a) that the application be approved, subject to entertainment in the marquee being provided for no longer than the Saturday, Sunday, Monday and Tuesday of the Diamond Jubilee weekend, to any musical entertainment being limited to the hours from 12 noon to 11.00 p.m., to the marquee being vacated by midnight

and to neighbours being informed by the Club of their intentions as a matter of courtesy; and

- (b) that the Club be requested to supply the Parish Council in due course with details of the programme of events that they proposed to provide.

213/11 SECTION 106 AGREEMENT – 22 HIGH STREET DEVELOPMENT

The Acting Clerk reported the receipt of correspondence from the District Council inviting the Parish Council to enter into an agreement by way of a form of indemnity to ensure that the receipts from the Section 106 Agreement for the development at 22 High Street could be transferred to the Parish Council for use in accordance with the Agreement.

RESOLVED

that the Chairman and Vice Chairman be authorised to sign the agreement on behalf of the Parish Council.

214/11 EMPTY HOMES STRATEGY 2011/15

Members considered an invitation from South Cambridgeshire District Council to comment on a draft Empty Homes Strategy for 2011/15. Having welcomed the principles contained in the document, Members had no specific issues that they wished to raise in terms of its content.

215/11 HOUSING STRATEGY

Further to Minute No. 191/11, Councillor Mrs Williamson suggested that the draft Housing Strategy upon which comments had been invited by South Cambridgeshire District Council should be broadly welcomed. In responding to the questionnaire accompanying the document, she suggested that the importance of affordable housing as part of any market housing proposals and measures to address fuel poverty should be emphasised. With regard to housing priorities, she suggested that genuinely affordable homes, homes near to where people worked and better public transport links should be submitted as the Parish Council's preferences.

RESOLVED

that the District Council be informed of the Council's comments as minuted above.

216/11 FUNDING FOR HIGHWAY IMPROVEMENTS

Further to Minute No. 193/11, Members were reminded that the County Council's invitation of bids for funding for local highway improvement schemes applied to schemes with a value of up to £10,000 only. As the Chapel Street scheme had been estimated to cost in excess of this amount it would be ineligible for assistance. However Members suggested that the scheme be sub-divided into a number of component parts and separate bids submitted to the County Council under the highways programme.

Arising from the inclusion of an article in the Beach News inviting comments on the scheme, the Acting Clerk reported that a number of responses had been received from members of the public.

In addition, Members referred to a scheme that had been prepared some years previously to extend the footway and install lights near the railway crossing in Station Road. Although the scheme had not been progressed, it was suggested that the absence of a footway presented problems for rail users walking to the station, especially in the darker winter months.

RESOLVED

- (a) that applications be made for funding under the highways programme for the component parts of the Chapel Street scheme and for footway and lighting improvements in Station Road; and
- (b) that the comments of members of the public concerning the Chapel Street scheme be submitted to the next meeting of the Highways Committee for consideration.

217/11 CALENDAR OF MEETINGS

Further to Minute No. 196/11, consideration was given to a report by the Acting Clerk on the frequency of meetings of the Council and its committees and the composition of the Recreation Users and Highways Committees which included representatives of the clubs and members of the public respectively.

With regard to the volume of meetings, it was suggested that if meetings were to start at 7.00 p.m., it might be possible to hold more than one committee meeting in an evening which would reduce the number of days each month when meetings were scheduled. In terms of the composition of committees, Members agreed to defer the matter until the annual meeting of the Council when appointments were being made for the ensuing municipal year.

RESOLVED

- (a) that the Acting Clerk be requested to submit a revised calendar of meetings for consideration containing two committee meetings per evening; and
- (b) that further consideration of the composition of committees be deferred to the annual meeting of the Council.

218/11 PURCHASE OF CHEMICALS AND FUEL STORAGE CONTAINERS

Councillor Cornwell queried the reason for the purchase of chemicals and fuel storage containers by the Parish Council as she considered the previous arrangements to have been satisfactory.

In response the Acting Clerk explained that the expenditure had been authorised by the Finance Committee at its meeting held on 25th October 2011, although further information was sought by Councillor Cornwell as to the justification for purchasing the new containers.

219/11 PARISH COUNCIL NEWSLETTER

As residents of Chittering often received their copies of Beach News later than the remainder of the Parish, Councillor Cornwell expressed concern that the draft of the latest edition had not been circulated to Members for information before it had been published. The Chair explained that the last edition had been prepared quickly and that hopefully Members could receive an advance copy in future.

Bearing in mind the date of the next edition, it was agreed that an item be included on the agenda for the next meeting of the Council to discuss its content. Councillor Mrs J Williamson also drew attention to the time involved in folding and inserting the copies and Members were requested to offer their assistance in the future.

220/11 OLD PAVILION

In response to a request by Councillor Cornwell for an update on the change of use of the Old Pavilion for use as an office by the Parish Council, the Chair advised that South Cambridgeshire District Council had confirmed that they would support the change of use but that a formal application would be required for planning permission. The Acting Clerk advised that he had completed the application and that this would be submitted as soon as he had finalised the design and access statement to accompany the application.

221/11 HEALTH AND SAFETY

Members raised the following issues –

- One of the uplighters in the Recreation Ground footpath had been broken as a result of vandalism, in response to which the Acting Clerk reported that the matter was being investigated;
- Flooding was taking place on the footpath on The Gault which was being investigated by the Handyman;
- The need for a risk assessment for the use of the tractor following the purchase of lifting equipment;
- The use of the de-icing equipment that had been purchased by the Council to treat footways, in respect of which Councillors Johnson and Wright volunteered to undertake the work when required by the weather conditions;
- The fact that a number of street lights in Station Road had been faulty but had been subsequently repaired;
- Moss on the playground at Chittering;
- The fact that the solar light at Chittering had still to be repaired, although this had been referred to the electrical contractors some months previously;
- Safe use of the tractor by the grounds staff;

- The need for repairs to the fencing at the Chittering playground adjoining the Old School House which Members suggested was the responsibility of the occupiers of the latter property.

222/11 REPORTS

The Council considered/noted reports from the following –

(i) County Councillor

The Acting Clerk reported that he had had been advised by Councillor M Williamson that the County Council had reviewed the result of the findings of the study of the speed limit on the A10. As a result of opposition from parish councils and local people to the proposed blanket introduction of a 50 mph speed limit, the County Council had decided to proceed with a 50 mph speed limit from a point north of the ‘Slap-Up’ junction to the A14 which would be advertised in due course and full details provided by the local area traffic team.

(ii) District Councillor

Members were informed that the entrance to the Recreation Ground from Chapel Close was to be re-modelled by South Cambridgeshire District Council to facilitate access by disabled persons but that this was unlikely to proceed until the weather improved later in the year.

(iii) Chairman

The Chairman reported that she had nothing to report in addition to the items that had appeared on the agenda.

(iv) Library Officer

Councillor Grant commented that the Waterbeach Independent Lending Library comprised a group of volunteers whose role was to ensure that the library was open in the village and that no formal organisation existed. As a result it was not possible for WILL to have a bank account and their finances had been undertaken by the Parish Council. Under the circumstances, Councillor Grant asked that an item be included on the agenda for the next meeting of the Council to discuss the situation with regard to WILL’s organisation and finances.

(v) CPALC

No report was submitted.

(vi) Neighbourhood Watch

Councillor Mrs J Williamson referred to the recent murder in Chittering which was being investigated by the Police.

(vii) Trees

Members were informed that there was nothing to report

(viii) Waterbeach Cultural Collective

Members were informed that there was nothing to report

(ix) Waterbeach Initiative for Sustainable Energy

Members were informed that there was nothing to report

(x) Wicken Vision

Members were informed that there was nothing to report

223/11 ACCOUNTS

Reference was made to the scale of the direct debit payments being charged monthly by E.ON for the New Pavilion and questions were raised as to whether the sports clubs were switching off lights etc. when they left. Councillor Mrs Williamson agreed to meet the Chair to look into the matter, following earlier investigations that she had made when she had been chairman of the Council. Members also requested that readings be taken of the meters at the various buildings in the Council's ownership at regular intervals.

Members were also requested to notify the Chairman of any issues that they thought were outstanding in terms of the Tillage Hall which could then be pursued with the person who had acted as the project manager for the scheme.

RESOLVED

that the following accounts be approved (cheque numbers shown in parentheses):-

		£
E.ON	Electricity supply – Groundsman's Store (paid by direct debit)	47.53
E.ON	Electricity supply – Old Pavilion (paid by direct debit)	202.00
E.ON	Electricity supply – New Pavilion (paid by direct debit)	551.00
E.ON	Electricity supply – The Green (paid by direct debit)	58.00
G & J Peck Ltd.	Saw attachment sharpening (102608)	33.70
G & J Peck Ltd.	Miscellaneous supplies (102608)	60.65
G & J Peck Ltd.	Hose connectors (102608)	9.87
G & J Peck Ltd.	Swivel ball (102608)	4.86
ESPO	Miscellaneous supplies (102609)	168.87

Binder Ltd.	New pump – New Pavilion (102610)	2,011.20
Amey Cespa	Waste disposal (102611)	373.50
Ridgeons	Gutter brackets (102612)	19.54
Ridgeons	Timber(102612)	38.32
Mackays of Cambridge Ltd.	Miscellaneous supplies (102613)	68.42
Waterbeach Community Association	Amendment to WILL advert in Beach News (102614)	10.00
Waterbeach Community Association	WILL advert in Beach News for 2012 (102614)	45.00
St Mary’s Surgery	Replacement cheque – Medical for employee in May 2011 (102615)	60.00
Waterbeach PCC	Printing of Parish Council newsletters in 2011 (102626)	50.00
M Williamson	Reimbursement – paper for Parish Council Newsletters (102617)	29.97
Get Online Ltd.	Domain name renewal (102618)	30.00
C Rabbett	Reimbursement for fuel purchase (102619)	53.47
BT	Virus protection (102620)	46.76

224/11 EXCLUSION OF PUBLIC

RESOLVED

that the public be excluded from the meeting because of the confidential nature of the business to be discussed.

225/11 CONFIDENTIAL PAYMENTS

The payments relating to the salaries of employees, etc. appear in the confidential section of the Council’s minute book.

(Having declared a prejudicial interest in the following items, Councillor Smart left the room at this point in the meeting.)

226/11 LEGAL CHALLENGE

The Acting Clerk reported on the present situation, the minutes of which appear in the confidential section of the Council's minute book.

227/11 EMPLOYMENT TRIBUNAL

The Acting Clerk reported on the present situation, the minutes of which appear in the confidential section of the Council's minute book.

There being no further business, the meeting was declared closed at 10.15 p.m.

Chairman

UNAPPROVED