

WATERBEACH PARISH COUNCIL

Minutes of a meeting of **Waterbeach Parish Council** held on 6th March 2012 at 7.30 p.m. at the New Pavilion, Cambridge Road, Waterbeach.

PRESENT

Councillor N Kay, Chair

Councillors B J Bull, W Bullivant, J Cornwell, C Grant, M Howlett, A Lloyd, D Smart, C Smith, Mrs J Williamson, M Williamson and A Wright.

APOLOGIES

Apologies for absence were submitted on behalf of Councillors Mrs B Johnson, P Johnson and J Rabbett.

OPEN FORUM

No issues were raised by members of the public.

255/11 MINUTES

Upon being moved by Councillor Smith and seconded by Councillor Johnson, the Minutes of the meeting held on 7th February 2012 were approved as a correct record and signed by the Chairman.

256/11 MEMBERS' INTERESTS

Councillor D Smart declared a prejudicial interest in respect of Minute No. 279/11 (Employment Tribunal).

257/11 EMERGENCY PLANNING

Further to Minute No. 250/11(b), the Chairman welcomed to the meeting, Mr L Green, the Emergency Planning Officer of South Cambridgeshire District Council who had been invited to speak about a template (copies of which had been circulated) that had been produced by the District Council for parish councils that intended to draw up emergency plans for their respective communities.

Mr Green explained that the intention of the plan was to act as a guide for use by communities in response to an emergency and that the template had been drafted in general terms to enable it to apply to any eventuality that might arise. As well as being of help to the Parish Council, Mr Green advised that the existence of a plan with contact details of relevant individuals and organisations and information on accommodation that could be used in an emergency was useful for Emergency Planning Officers at both County and District Council level and the emergency services.

In response to questions from Members, Mr Green explained that in other communities, small working groups had been established comprising councillors and other volunteers to compile the plan and he offered to supply articles, leaflets and posters that had been used elsewhere

that would enable the Council to seek to involve others if they wished. With regard to the question of insurance for those who might become involved in responding to an emergency, Mr Green advised that if acting on the direction of the County or District Councils, volunteers would be covered by those authorities' insurance policies. However if acting on behalf of the Parish Council, the Council would need to ensure that its own insurance cover would apply.

After Mr Green had been thanked for his attendance at the meeting, it was

RESOLVED

- (a) that Councillors Lloyd, Smith and Mrs J Williamson be requested to draft an emergency plan for Waterbeach; and
- (b) that other organisations in the Parish be invited to assist in the preparation of the Plan and its implementation in the event of an emergency.

258/11 CONDITION OF EQUIPMENT

A report was submitted by the Acting Clerk, a copy of which had been circulated to all Members, drawing attention to the condition of various items of equipment in the Council's ownership used to maintain the Recreation Ground, open spaces and cemetery. Members were informed that certain items required repair and, in the case of the ride on mowers, it was recommended that the Husqvarna and Stiga machines be replaced by a compact tractor and small hand operated mower. With regard to the costs involved, the Acting Clerk pointed out that the Council had earmarked reserves of £9,824 for vehicle replacements, was forecasting a budget underspend in the current year and had received receipts from section 106 agreements to improve and enhance sports facilities.

Several Members referred to the problems experienced with the reliability and repairs required to the Husqvarna and Stiga machines in recent years whereas other Members felt that the former machine had had little use since its purchase, the latter machine had not reached the end of its working life, that section 106 receipts should not be used on replacement machinery, that further details should be supplied of the alternative equipment proposed and that the use of external contractors offered a more cost effective way of undertaking the Council's grounds maintenance work.

Following a lengthy discussion, a motion that the Council obtain competitive quotations from external contractors to undertake the grounds maintenance work was defeated. Councillors Cornwell, Grant and Smart requested that their names be recorded as having voted in favour of the motion.

RESOLVED

- (a) that a sum of £2,000 be transferred from the salaries and wages budget to the vehicle maintenance budget in the current financial year;

(Councillors Cornwell and Grant requested that their names be recorded as voting against the above decision.)
- (b) that clarification be obtained from South Cambridgeshire District Council on the purposes for which income received by the Parish Council from section 106 agreements could be expended;

- (c) that parts, costing a total of £300, be purchased for the repair by the Groundsman of the Strothert & Pitt roller;
- (d) that a replacement chain harrow be purchased at a cost of £456;
- (e) that a new line marker be purchased at a cost of £200; and
- (f) that consideration of the replacement of the current Husqvarna and Stiga machines be deferred and further information provided on the specification of the proposed replacement machinery and its suitability for use by the Council for grounds maintenance purposes.

259/11 BYE-ELECTION

Further to Minute No. 231/11, the Acting Clerk reported that Mrs B Johnson had been elected to the Council at a bye-election held on 23rd February 2012, the results of which had been circulated.

RESOLVED

that Councillor Mrs Johnson be appointed to the Employment Panel for the remainder of the municipal year.

260/11 FINANCE COMMITTEE

Arising from discussion at the previous meeting of the Council (Minute No. 233/11 refers), the minutes of the meeting of the Finance Committee held on 25th October 2011 were circulated, although these had previously been submitted to the meeting of the Council held on 1st November 2011.

261/11 HIGHWAYS COMMITTEE

Members considered the recommendations of the Highways Committee contained in the minutes of a meeting held on 14th February 2012.

The Committee had discussed comments that had been received from members of the public concerning the Chapel Street traffic calming proposals which had arisen from an article that had appeared in the Beach News. The majority of residents who had written supported the proposals and the Committee had noted that the need for highway improvements had been one of the issues that had been raised in the Parish Plan exercise undertaken in Waterbeach. The Committee had also suggested that cycle security bars should be installed next to the Village Stores and elsewhere in the village, if considered appropriate.

On the subject of winter gritting, the Committee had suggested that the Parish Council join the scheme introduced by the County Council in the previous autumn, whereby equipment and supplies would be issued by the latter authority for use on designated footways in the Parish. On the same subject, it was suggested by Members that insufficient work had been undertaken at the station during the recent winter weather conditions where the platforms had been slippery for passengers.

RESOLVED

- (a) that the minutes of the meeting of the Highways Committee held on 14th February 2012 be received;
- (b) that the views of the Committee with regard to the Chapel Street traffic calming scheme be endorsed;
- (c) that an item be included on the agenda for the next meeting of the Council with regard to potential locations for the installation of cycle security bars in the Parish;
- (d) that information on the costs of cycle bars and the possibility of grants from the County Council be submitted to the next meeting;
- (e) that an item be included in the next edition of Beach News inviting expressions of interest from members of the public to assist with the gritting of footways in the Parish in the event of the Council taking advantage of the County Council's scheme for winter maintenance;
- (f) that the Highways Committee be requested to suggest a schedule of footways in the Parish that could be gritted in the event of the Parish Council joining the County Council's winter maintenance scheme; and
- (g) that the operators of Waterbeach station be advised of the Parish Council's concern over the standard of the platforms at the station during the recent cold weather.

262/11 PLANNING COMMITTEE

RESOLVED

that the minutes of the meeting of the Planning Committee held on 21st February 2012 be received.

263/11 COMPLAINTS INVESTIGATION

Further to Minute No. 237/11, Councillor Lloyd reported on the outcome of the meeting between the Complaints Committee, Chair and Acting Clerk and two members of the families at Chittering who had submitted complaints about the handling by the Parish Council of the planning application for the Travellers Rest in that village at the meeting held on 1st November 2011.

Copies of the Committee's draft report had been sent to the residents prior to the meeting and Councillor Lloyd advised that a lengthy discussion had taken place at the meeting over the events that had taken place at the Council meeting and the Parish Council's role in the planning process. Members were informed that, following the meeting, a letter had been sent by the Chair to the families apologising that the Council's actions had, on this occasion, fallen short of the level that the Council would ideally wish to deliver.

264/11 PROPOSED PLANNING POLICY

Further to the previous item and a proposal by Councillor Cornwell that had been submitted to the last meeting of the Council, Members considered a suggested procedure for adoption by the Council in considering planning applications.

In discussing the matter, the Chair and the Acting Clerk reminded Members of the Parish Council's role in the planning process. They also drew attention to the dangers of raising expectations that could not be sustained in terms of the amount of background information that could be made available when considering the Council's comments on individual applications.

Members also were invited to consider altering the present arrangements for public participation at meetings at which applications were being considered. Instead of speaking at the Open Forum before a meeting started, the Acting Clerk suggested that the public be permitted to address the Planning Committee or Council on the application in question during the debate on that item. It was also suggested that the Council consider the adoption of guidance to Members in dealing with planning applications, including the inspection of sites in appropriate circumstances.

RESOLVED

- (a) that the planning procedure proposed by Councillor Cornwell be adopted; and
- (b) that the Acting Clerk be requested to submit draft procedures for public speaking when planning applications are being considered and guidance for Members in dealing with applications.

265/11 CHARGE FOR USE OF OPEN SPACES

Further to Minute No. 242/11, Members considered the question of fees to be charged to fairs, circuses and fund raising events using the Green, Gault and Recreation Ground in the Parish Council's ownership.

In the absence of comparable charges by neighbouring parish councils, Members were of the opinion that the charge for annual visit by the fair should be increased in line with inflation for 2012/13, with pro rata charges for shorter periods of usage by circuses and similar entertainments.

With regard to the charge for fund raising events, a consensus of opinion could not be achieved in view of the wide variety of alternative events that could take place. It was therefore

RESOLVED

- (a) that the charge for a visit by a funfair to the Green be fixed at £420 in 2012/13, inclusive of electricity, with pro rata charges for visits of shorter duration by similar organisations/events; and
- (b) that charges for use of land in the Council's ownership for fund raising events be dealt with on an ad hoc basis when each application is being considered.

266/11 USE OF THE GREEN

The Chair drew attention to a request to use the Green on Sunday, 25th March 2012 for a continental style market to which no objection was raised by Members.

The Chair also referred to the use of the Green by the 'Buggy Boot Camp' organisation on a regular basis without permission having been sought. Members were informed that this was a commercial franchise operation that attracted about 20 parents with their children on a weekly basis and that enquiries had been received from the Clerks of neighbouring parish councils as to whether the Council charged for the use of the land.

Members were of the opinion that as the use of the Green by 'Buggy Boot Camp' did not involve any structures or equipment, it was likely to be difficult to regulate and that, under the circumstances, no further action should be taken.

RESOLVED

that permission be granted for the use of the Green on 25th March for a continental market at a charge of £250.

267/11 FOOTBALL AND BEER FESTIVAL

Members were informed that Waterbeach Colts had requested permission to hold a football and beer festival at the Recreation Ground over the weekend of 25th – 27th May 2012 inclusive on similar lines to those held in previous years.

A question arose as to whether a charge had been made for the use of the Recreation Ground and Pavilion in the previous year but it was suggested that the Colts had made a financial contribution towards the Tillage Hall scheme and that a charge had therefore not been made bearing in mind that this was primarily a fund raising event. While Members were of the opinion that a charge should not be made for the current year, it was agreed that readings be taken of the electricity meter at the time of the event to assess the cost of energy used.

RESOLVED

that the application by Waterbeach Colts be approved and no charge made for the use of the Recreation Ground and New Pavilion for the event but the club be invited to make a donation towards the use of the facilities.

(Councillors Cornwell and Howlett left at this point in the proceedings.)

268/11 TEXTILES BANK

The Chair drew attention to an approach from South Cambridgeshire District Council indicating that they had been requested to relocate the textiles bank in Waterbeach from its present location and seeking the Parish Council's help in identifying an alternative site.

Members were informed that no income would be derived by the Council if the bank were to be relocated to the Recreation Ground car park or other land in the Council's ownership. It was thought by Members that there was an existing bank elsewhere in Waterbeach and reference was made to the recent proliferation of house to house collections for textiles. Members therefore were unable to suggest an alternative location for a textile bank in the Parish.

269/11 INSURANCE

The Acting Clerk reported that the brokers who had arranged the Council's insurance policies for some years had written to indicate that they no longer wished to act on the Council's behalf when the current policies expired at the end of the March.

In view of the limited time available to obtain competitive quotations from other insurers, the Acting Clerk suggested that the Council approach Suffolk ACRE to insure the Council's business and activities on the basis that they offered a competitively priced service for parish councils and voluntary bodies.

In arranging alternative cover, Members asked the Acting Clerk to ensure that the policies included the play equipment at the Chittering playground and persons over 75 years of age who were councillors and volunteers.

RESOLVED

- (a) that the Acting Clerk be requested to arrange for insurance cover for all of the Council's activities with Suffolk ACRE; and
- (b) that arrangements be made for the Council's property to be re-valued by a professional valuer.

270/11 HM THE QUEEN'S DIAMOND JUBILEE

Further to Minute No. 246/11, Members discussed whether arrangements should be made in the Parish for a commemorative gift to be given to children to celebrate the diamond jubilee of HM The Queen. In the absence of information on the type of gifts available and what action was being taken by neighbouring parishes, it was

RESOLVED

that consideration be deferred to the next meeting.

271/11 WATERBEACH BARRACKS

Further to the discussions at the Open Forum prior to the previous meeting of the Council, Members discussed the ongoing situation with regard to the proposed closure of the Barracks and the future use of the land and facilities at the base. Mention was made of a number of issues, including the future of the open space near the main gate, the museum, the possible extension of the cemetery and the ownership of the cemetery access road.

Reference also was made to the potential development of the base following its closure and the opposition locally to the redevelopment plans.

Under the circumstances, it was

RESOLVED

- (a) that a representative of South Cambridgeshire District Council's Planning Division be requested to attend a future meeting to explain the planning process in terms of the potential re-development of the Barracks; and
- (b) that the Chair and Acting Clerk be authorised to approach Defence Estates to open discussions on the possible community acquisition of suitable land and facilities at the Barracks following its closure.

(Councillor M Williamson arrived at the meeting at this point in the proceedings.)

272/11 TILLAGE HALL

Further to Minute No. 236/11, a copy had been circulated of the draft lease of the Tillage Hall to the Trustees which had been prepared by Solicitors acting on behalf of the Council. The lease made reference to a plan that had been coloured to show the extent of the land to be leased to the Trustees, the use of the access road and shared parking facilities but Councillor Williamson explained that a copy of the plan could not be found. Under the circumstances, it would be necessary to produce a further plan showing the land to be delineated.

With regard to the question of an independent electricity supply to the Tillage Hall, the Acting Clerk reported that UK Power Networks had advised that a new supply would be required if the electricity was to be separated from the supply to the Groundsman's Store. The company had indicated that the cost of a new supply would be between £700 and £1,500 but the company was prepared to undertake a survey and supply a formal quotation without obligation.

Arising from previous concerns about the standard of exterior lighting at the Tillage Hall, the Clerk submitted a quotation for the installation of three external lights that had been received from the electrical company who normally carried out work for the Council. In view of the size of the quotation, Members were of the opinion that another quotation should be obtained from an alternative company.

Arising from complaints by a Member about members of the public parking in the disabled spaces provided at the Tillage Hall, Councillor Williamson undertook to speak to the organiser of the Slimmers World evening whose attendees were thought to have been parking in the disabled bays.

With regard to the proposal for an official opening, Members supported the idea of this being undertaken during the weekend of the Diamond Jubilee picnic at the Recreation Ground with WAY being invited to submit suggestions for the person to officially open the Hall.

Following discussion, it was

RESOLVED

- (a) that the Acting Clerk be requested to obtain a plan of the Tillage Hall for use in the lease of the premises to the Trustees;
- (b) that, subject to grammatical corrections, the draft lease of the Tillage Hall to the Trustees be approved;

- (c) that UK Power Networks be requested to provide a formal quotation for the provision of a separate electricity supply to the Tillage Hall;
- (d) that a further quotation be obtained for the provision of external lighting at the Tillage Hall; and
- (e) that WAY be invited to suggest the name of a suitable person to officially open the Tillage Hall.

273/11 APPOINTMENT OF CLERK

Further to Minute No. 245/11, Members were informed that a meeting of the Employment Panel was to be held on 8th March 2012 to consider the arrangements to fill the position of Clerk on a permanent basis.

In order to avoid delay in the subsequent consideration of the Panel's recommendations, it was

RESOLVED

that a special meeting of the Council be held on 20th March 2012 prior to the meeting of the Planning Committee.

274/11 HEALTH AND SAFETY

Members raised the following issues –

- The need for repairs to a bench near the junction of Bannold Road and Burgess Drove;
- The installation of a gate in the gap in the hedge at the Recreation Ground;
- The potential availability of hedging plants from the Woodland Trust in the event of suitable locations in the Parish being identified where they could be planted;
- The absence of a footway in Hartley Close;
- The rectification by the District Council of works that they had undertaken to improve access to the Recreation Ground from Chapel Close;
- The arrangements made for the annual safety inspections of play equipment to be undertaken by Wicksteed Leisure Ltd; and
- The need for a tree to be cut back adjacent to a bus stop in Station Road.

275/11 REPORTS

The Council considered/noted reports from the following –

(i) County Councillor

Councillor M Williamson reported upon a number of matters in his role as the county councillor for the local electoral division.

In particular he mentioned that the County Council's Highways Officers would be consulting further with the Parish Council on the plans for the introduction of a 50 mph speed limit on the A10 locally.

Members were informed that the County Council had agreed to fund the construction of a new railway station to be named Cambridge Science Park which had been approved by the Department for Transport. Meanwhile at Waterbeach station, the use of the former goods yard for parking had been terminated.

Councillor Williamson reported that he had met the County Council's Director of Children's Services and other officers, together with the Head Teacher, to discuss the implications on Waterbeach School of the transfer of families as a result of the proposed closure of the Barracks.

(ii) District Councillor

A report had been circulated from Councillor Johnson in his capacity as one of the district councillors for the ward in which he had provided information on a number of matters.

He had also mentioned the closure of the former goods yard at Waterbeach Station for car parking and had reported on action that he had taken to arrange for investigations of the removal of trees at Pleasant View in Ely Road, the situation at Waterbeach Lodge, and the re-fitting of the barrier at Chapel Close.

A report had also been circulated by District Councillor Hockney but this had been received too late for consideration at the meeting.

(iii) Chairman

The Chair reported on the receipt of a further sum of £3,617.42 from South Cambridgeshire District Council in connection with a section 106 agreement.

(iv) Library Officer

Nothing was reported.

(v) CPALC

Councillor M Williamson advised that the new C&PALC website was now available.

(vi) Neighbourhood Watch

Councillor Mrs J Williamson reported that the need to attract more volunteers to act as Neighbourhood Watch Co-ordinators would be reported in the Beach News.

(vii) Trees

Members were informed by the Chair that it had been necessary to engage the services of a tree surgeon to remove a broken branch from a tree in the Recreation Ground.

(viii) Waterbeach Cultural Collective

Councillors Mrs J Williamson and Wright provided an update of recent activities.

(ix) Waterbeach Initiative for Sustainable Energy

Councillor Mrs J Williamson advised that WISE had obtained a grant for energy efficiency measures in conjunction with Emmaus.

(x) Wicken Vision

Members were informed that there was nothing to report

276/11 ACCOUNTS

RESOLVED

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

| | | £ |
|-----------------------------|---|--------|
| Ridgeons | Safety clothing (102644) | 22.97 |
| Ridgeons | Heater & plugs (102644) | 29.64 |
| Ridgeons | Storage bins (102644) | 19.99 |
| Thurlow Nunn Standen Ltd | Reflector & filter (102645) | 10.75 |
| ESPO | Cleaning supplies (102646) | 34.82 |
| ESPO | Miscellaneous supplies (102646) (including tennis nets) | 206.38 |
| E.ON | Electricity supply – Groundsman’s store (paid by direct debit) | 864.16 |
| E.ON | Electricity supply – New Pavilion (paid by direct debit) | 202.00 |
| E.ON | Electricity supply – Old Pavilion (paid by direct debit) | 125.00 |
| E.ON | Electricity supply – The Green (paid by direct debit) | 58.00 |
| C Howlett | Admin. Support (102647) | 54.00 |
| N Kay | Reimbursement of copying charges (102648) | 17.04 |
| Brian Langley & Son Ltd. | Miscellaneous electrical repairs (102649) | 869.40 |

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| Northamptonshire County Council | Legal representation re. judicial review challenge (102650) | 493.20 |
| R Reeves | Reimbursement for printer cartridges (102651) | 63.98 |
| R Pinion | Reimbursement for purchase of parts (102652) | 23.42 |
| R Pinion | Reimbursement for tyre repair (102653) | 22.80 |
| C Rabbett Waterbeach Day Care for the Elderly | Reimbursement for purchase of fuel (102654) Grant (102655) | 142.29 1,000.00 |
| G & J Peck | Cable (102661) | 9.56 |
| G & J Peck | Cable stop (102661) | 2.72 |
| G & J Peck | Wrench (102661) | 46.94 |
| G & J Peck | Cable (credit note) | 9.56 |
| G & J Peck | Discs and washers (102661) | 90.67 |
| Sherriff Amenity | Moss treatment (102662) | 74.81 |
| Thurlow Nunn Standen Ltd. | Parts (102663) | 35.94 |
| Royal Mail | Redirection of mail (102664) | 54.45 |

277/11 EXCLUSION OF PUBLIC

RESOLVED

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

(Councillor Smart left at this point in the proceedings.)

278/11 CONFIDENTIAL PAYMENTS

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

279/11 EMPLOYMENT TRIBUNAL

The Acting Clerk reported on the present position, 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 10.25 p.m.

Chairman