

WATERBEACH PARISH COUNCIL

Minutes of the meeting of **Waterbeach Parish Council** held on 3rd July 2012 at 7.30 p.m. at the New Pavilion, Cambridge Road, Waterbeach.

PRESENT

Councillor N Kay, Chair

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

APOLOGIES

Apologies for absence were submitted on behalf of Councillors B J Bull, J Cornwell and A Lloyd.

OPEN FORUM

There were no members of the public in attendance at the meeting.

COUNCIL

59/12 MINUTES

The Minutes of the meeting held on 12th June 2012 were approved as a correct record and signed by the Chairman.

60/12 MEMBERS' INTERESTS

Members' attention was drawn to changes to the legislation relating to the Members Code of Conduct and declarations of interest that had come into effect on 1st July 2012. Copies of explanatory information that had been provided by South Cambridgeshire District Council were issued by the Chair to all Members present at the meeting.

The Acting Clerk advised Members that the previous requirement to register personal interests and declare personal and prejudicial interests at meetings had been replaced by the requirement in the Localism Act 2011 for Members to register 'disclosable pecuniary interests' by no later than 28th July 2012 and, in future, within 28 days of a Member being first elected. Copies of the register would need to be displayed on the website of the District Council and that of the Parish Council.

A Member with a disclosable pecuniary interest was unable to take part in a discussion and vote if that matter was the subject of debate at a meeting but it was for each authority to decide whether to require a Member to leave the room while the discussion and voting took place. Once an interest had been registered, a Member was not required to declare that interest at a meeting but if a matter arose in which a Member had a disclosable pecuniary interest that had not been registered, then the interest should be declared by the Member at the meeting and the District Council notified by the Member within 28 days of the meeting. Failure to observe the disclosable pecuniary interests requirements was a criminal offence with a penalty of up to £5,000 and disqualification for up to 5 years.

The Acting Clerk advised that, in addition, each local authority now had to define 'other interests' which Members would be required to declare, to adopt a new Code of Conduct and to review its standing orders to deal with the implications of the changes.

As the disclosable pecuniary interest arrangements were now in force, Members were reminded that they should be applied at the meeting. The Chair also asked Members to complete the declaration forms supplied by the District Council and return them to either herself or the Acting Clerk by no later than 28th July. However it was pointed out that the adoption of a new Code of Conduct would need to be deferred to the next meeting as insufficient time had been available to analyse the information supplied by the District Council since its receipt.

In that respect Councillor Smart declared a disclosable pecuniary interest in Minute No 83/12 (Employment Tribunal) in view of his relationship with the person who was the subject of the case. Councillor Rabbett declared a disclosable pecuniary interest in Minute Nos. 79/12(a) (Accounts) and 81/12 (Confidential Payments.) as her husband was an employee of the Parish Council and the recipient of payments.

(Councillor Howlett arrived during the course of the discussion on the above item.)

61/12 PLANNING APPLICATIONS

(a) Application

Members considered the following planning application, arising from which it was –

RESOLVED

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

S/1131/12/FL The Traveller's Rest, Ely Road, Chittering – Change of use of vacant public house, management flat and guest rooms to nine residential flats and associated works.

that no recommendation be submitted but the District Council's attention be drawn to

- (i) an inconsistency in the information contained in the application in respect of car parking where separate references were made to both 12 and 20 spaces being provided; and
- (ii) a lack of clarity in the application in terms of the access for the proposed car park and provision for entrance and exit arrangements, with the Parish Council expressing concern that if a single access only is provided at the nearest point in School Lane to the junction with the A10, the distance is insufficient for highway safety.

(b) Withdrawal

that the withdrawal of the following planning application be noted:-

**S/2510/11 The Traveller's Rest, Ely Road, Chittering – Change of use
of vacant public house, management flat and guest rooms to nine residential flats
and associated works.**

62/12 PLANNING COMMITTEE

The minutes of the meeting of the Planning Committee held on 19th June 2012 were received.

The Acting Clerk reported that the developer of the solar farm at Chittering had offered to proceed with the installation of solar panels without cost on a Parish Council building as promised when the planning application for the solar farm had been considered. Although representatives of the developer had undertaken a site visit of the New Pavilion, Members indicated that the solar panels should be installed on the Tillage Hall.

Under the circumstances, the Clerk was asked to enquire as to cost of installing solar panels on the New Pavilion by the developer to enable the Council to decide whether it would be cost effective for panels also to be installed on that building.

63/12 TILLAGE HALL

Further to Minute No. 37/12, Councillor M Williamson referred to amendments proposed to the Memorandum and Articles of Association for the Tillage Hall that had been prepared by the solicitors acting on behalf of the trustees. Members were informed that the maximum number of trustees had been fixed at 10 with the Parish Council and WAY each being able to appoint 2 trustees, 1 being nominated by regular non-commercial user groups, 1 being nominated by residents of Waterbeach and surrounding villages and 4 appointed by the Board. Councillor M Williamson explained that it was not intended to apply any form of restriction on nominations by the Council and WAY and he undertook to refer article 14.11 back to the solicitors as this, as worded in the draft Memorandum and Articles of Association, would enable the Board to make such rules as they thought fit relating to those appointments.

Councillor M Williamson also added that the solicitors had requested sight of the Parish Council's title to the land and a plan showing the land to be subject to the agreement with the trustees. Having regard to the difficulty in obtaining an Ordnance Survey map for the purpose of the agreement, Members drew attention to the opportunity for Parish Councils now to register with Ordnance Survey to use copyright maps without charge and Councillor M Williamson offered to investigate the possibility of registering the Council for this purpose.

Arising from a question by Councillor Grant, Councillor M Williamson undertook to supply the Parish Council with a copy of the accounts of the trustees.

64/12 ISSUES AND OPTIONS REPORT

Arising from the publication by South Cambridgeshire District Council of their Issues and Options Report as part of the next stage towards the adoption of a new Local Plan, Members discussed how the Parish Council intended to consider its response to the consultation document, the closing date for which was 28th September. It was understood that the District Council intended to arrange workshops for Parish Councils and a series of roadshows for the public with the Primary School having booked for an event in Waterbeach at the end of July.

The Acting Clerk reported that the Issues and Options report that had been submitted to a meeting of the District Council on 29th June had contained a number of sites in Waterbeach, with 3 options for the site of the Barracks, ranging from the use of the existing houses to the development of the site of the Barracks itself and a larger development involving both the Barracks and adjoining land held by developers.

Members were of the opinion that it was preferable for the Parish Council to consider the Issues and Options report before deciding the extent to which any further public involvement would be helpful, although the importance of as many responses being made by Waterbeach residents and organisations as possible was acknowledged.

As Cambridge City Council were consulting simultaneously on their Issues and Options report, Members felt that it was important that this also was considered by the Parish Council in view of the potential impact that green belt development and the direction of growth in Cambridge might have on the Waterbeach proposals.

Under the circumstances, it was

RESOLVED

that the meeting of the Highways Committee scheduled to be held on 14th August be postponed and a special meeting of the Council held to consider the Issues and Options reports of both South Cambridgeshire District and Cambridge City Councils.

65/12 NEW TRANSPORT STRATEGY FOR CAMBRIDGE AND SOUTH CAMBRIDGESHIRE

Arising from the publication by the County Council of a public consultation document 'Issues for a new transport strategy for Cambridge and South Cambridgeshire' with a similar closing date to the South Cambridgeshire Issues and Options report discussed in the preceding minute, Members agreed that this should also be dealt with at the special Council meeting on 14th August bearing in mind the close relationship between housing growth and the transport infrastructure.

66/12 BORROWING APPROVAL

(Councillor Grant declared a disclosable pecuniary interest in the following matter and took no part in the discussion and voting thereon. However as the Council had yet to consider whether to require Members with a disclosable pecuniary interest to leave the room after declaring an interest, Councillor Grant remained in the room while the item was dealt with.)

Further to Minute No. 35/12, the Acting Clerk submitted a report (a copy of which had been circulated to all Members) on the potential submission of an application for borrowing approval to fund the highway scheme at Chapel Street.

Members were reminded that the Parish Council currently had two 10 year loans outstanding and that any new loan would need to be subject to an application for borrowing approval submitted to the Department for Communities and Local Government via the Cambridgeshire and Peterborough Association of Local Councils. Although the Parish Council had sufficient money in reserve to meet the cost of the scheme, Members supported the principle of a

further loan to enable the cost to be spread over a period of time and have less of an impact on the Council's reserves and precept.

The Acting Clerk reported that the County Council had yet to determine the applications submitted for highway improvements under their Minor Highway Improvement Scheme for the current year. As a result the extent of the Council's funding of the project the cost of which had been estimated at £32,000 was yet unknown. In the event of the applications being unsuccessful, Members indicated that they were satisfied that the Council had the power to fund the whole of the capital cost under the Highways Act 1980 as the County Council would be meeting the cost of the design fees etc.

Having noted that the Parish Council was not required to obtain a loan for the whole of the borrowing approval for which it had permission, Members therefore

RESOLVED

that an application be made for borrowing approval for a loan of up to £35,000 over 10 years under the Equal Instalment of Principal method to fund the cost of the highway scheme at Chapel Street.

67/12 WINTER FOOTWAY TREATMENT

Further to Minute No. 35/12, Members considered the identification of footways for the purpose of winter gritting in Waterbeach with the aid of a map showing the streets in the village.

Members were reminded by the Acting Clerk of the need to limit the number of footways to manageable levels and to be consistent in their approach to justify the choice of footway when the inevitable questions were raised about why other routes were not being treated in the winter. Under the circumstances, Members felt that the footways on both sides of the carriageway on the following streets should be treated –

Station Road from the junction with St Andrew's Hill to the level crossing
St Andrew's Hill from the junction with Station Road to Rosemary Road
Rosemary Road from the junction with St Andrew's Hill to Rosemary Dairy
Chapel Street for the whole of its length
Greenside for the whole of its length
The footpath across the Gault
The main footpath across The Green
High Street from the junction with Greenside to the Primary School
Chapel Close
Denson Close
Primrose Lane
Vicarage Close.

RESOLVED

that the County Council be requested to agree to the footways on the above streets being treated in winter conditions by the Parish Council.

68/12 STREET LIGHTING REPLACEMENT

Further to Minute No. 35/12, the Acting Clerk submitted a recent presentation by the County Council (a copy of which had been circulated to all Members) with regard to their proposals to replace street lighting throughout Cambridgeshire under a PFI scheme with Balfour Beatty. The scheme made provision for replacement lights to be brighter than the existing lights as a result of which fewer lights would be required and the columns would be higher. In addition, Parish Councils could adopt any lighting planned for removal if they so wished but would become responsible for the costs of future maintenance and energy consumption. Decorative lighting could also be provided at a cost to the Parish Council of £1,000 per column.

The presentation contained details of a timetable which would commence six months prior to the installation in each Parish. However the Chair indicated that work was scheduled to take place in Waterbeach in November which meant that the six months notice period could not be complied with.

RESOLVED

that the Acting Clerk be requested to establish the timetable for the replacement programme in Waterbeach to enable the Parish Council to consider the implications.

69/12 DROPPED KERBS

Further to Minute No. 53/12, Councillor P Johnson explained his intention to survey the extent and condition of the dropped kerbs in Waterbeach with the assistance of a person in a motorised wheelchair. It was suggested that it would also be helpful if the views of a user of a non-motorised wheelchair could also be obtained and Councillor Johnson indicated that he would submit the results to a future meeting of the Parish Council.

70/12 SITING OF LITTER BINS IN THE VILLAGE

Arising from Minute No 45/12 and the submission of a report by the Acting Clerk on the number and location of litter bins and dog waste bins in Waterbeach (a copy of which had been circulated to all Members), Members commented on the existence of an additional bin at both The Green and in Station Road, both of which were the responsibility of the District Council.

Members noted the bins provided and emptied by the Parish Council at the Recreation Ground, The Green, The Gault and in the High Street adjacent to the fish and chip shop. Having been advised that the bin adjacent to the Old Pavilion in the Recreation Ground had been vandalised beyond repair and in view of the need for a bin for use by the public in the vicinity of the Cemetery, it was

RESOLVED

that bins be purchased for installation at the Cemetery and at the Recreation Ground with the latter being relocated adjacent to the footpath but further away from the Old Pavilion.

71/12 WATERBEACH GAME

Further to Minute No. 34/12, Members discussed the location of the plinth to be installed on The Green as part of the 'Waterbeach Game' being planned by the Artist in Residence. Having been advised that the Artist in Residence favoured the plinth being placed on the corner of The Green nearest the bus stop, no objection was raised by Members as long as this did not interfere with the proposed Chapel Street highway safety scheme.

The Chair also reported that the Artist in Residence was interested in repairing the bench in Bannold Road and using this as part of the trail for the Waterbeach Game by arranging for an engraved text to be added. The Acting Clerk advised that he had already ordered a replacement bench in accordance with the decision at the previous meeting of the Council (Minute No. 44/12 refers) and Members commented on the dilapidated condition of the existing bench.

Finally the Chair informed Members that the Artist in Residence had enquired whether anyone was aware of the ownership of land at the end of Poorsfield Road which was currently overgrown and which she was interested in restoring as a community orchard. Members were under the impression that the land had been acquired by developers and suggested that the Artist in Residence pursue her enquiries with the District Council.

RESOLVED

that permission be granted to the Artist in Residence to site the plinth on the corner of The Green nearest the bus stop and to provide a suitable engraving on the replacement bench at Bannold Road as part of the Waterbeach Game.

72/12 TREES AT THE GREEN AND GAULT

A report was submitted (a copy of which had been circulated to all Members) which had been prepared by Acacia Tree Surgery Ltd. on the condition of the trees at The Green and The Gault and which provided an assessment of the maintenance works required.

In addition to the works itemised in the report, Councillor Grant also asked if an investigation could be undertaken of the trees shown as T1 and T2 to check whether rot had become established where they had been pollarded previously

In view of the estimated cost of the work, Members acknowledged that a further two quotations should be obtained in addition to that submitted by Acacia Tree Surgery Ltd.

The Clerk also reminded Members that as The Green was situated in a conservation area, permission for the work would be required from the District Council.

RESOLVED

- (a) that a further two quotations be obtained for the work identified plus a closer inspection of trees T1 and T2 and Acacia Tree Surgery be invited to re-quote on this basis; and
- (b) that permission be sought from South Cambridgeshire District Council for the work to be undertaken.

73/12 AUDIT OF ACCOUNTS

Further to Minute No. 48/12(a), the Acting Clerk reported that it had still not been possible to contact the internal auditor to arrange for the accounts for 2011/12 to be audited prior to submission to the Parish Council for approval and onward submission to the external auditor. Efforts to contact the internal auditor were continuing and in the interim the external auditor had been made aware of the situation.

74/12 WEBSITE

Further to Minute No. 51/12, Councillor M Williamson reported on his investigations into the offer by South Cambridgeshire District Council to host the Parish Council's website at a cost of £100 per annum. Councillor Williamson suggested that, having looked at a number of parish council websites hosted by the District Council, they appeared to lack individuality and seem more a part of the latter's administration rather than those of separate authorities.

Members commented on the need to maintain the Council's website up to date and felt that it was unrealistic to expect this to have to be carried out by Councillor Williamson. With the appointment of a permanent Clerk imminent however, it was agreed that the question of website hosting and maintenance should be deferred until that person was in post.

Arising from comments raised at the Open Forum preceding the last meeting of the Council, the Chair reported that a file containing copies of the Council's minutes had been prepared for deposit in the Library and that, in future, these should be available for inspection at the Library, on the website and in the Old Pavilion once the new Clerk had been appointed and the refurbishment works completed.

75/12 FIRE SAFETY ADVICE

Members noted the receipt of an offer from a Cambridgeshire Fire and Rescue Service volunteer working in collaboration with Cambridgeshire ACRE under the Community Champions scheme to give a presentation to groups in Waterbeach on fire safety.

76/12 START OF FOOTBALL SEASON

Arising from Minute No. 50/12, the Chair reported that the request by Waterbeach Football Club to begin friendly matches at the Recreation Ground from early July in advance of the start of the new season in mid August had been raised by the Club at the meeting of the Recreation Users Advisory Committee held on 26th June. Although the request had been refused by the Council, the Club had pointed out that they had resurrected the Waterbeach Charity Cup at the end of July at the request of the Council and they therefore needed to train and play practice matches prior to the competition commencing.

Councillor Howlett confirmed that the Cricket Club had no objection to the football matches being played as long as this did not interfere with their matches. Following discussion Members concluded that there was little option other than to agree to the Football Club's request as the cup matches had already been organised. However Members accepted that this was subject to the Groundsman being satisfied that the pitches were capable of matches being played so soon.

On a wider note, Members acknowledged that there needed to be better liaison on the part of the Football Club on a number of issues including advance notice of the fixture list, the

establishment of a break between seasons to permit work to be undertaken to the pitches and an acceptance that the playing of matches was entirely at the discretion of the Groundsman.

It was therefore

RESOLVED

- (a) that the Council's standing orders be waived to enable the decision made in Minute No. 50/12 to be rescinded;
- (b) that subject to the Groundsman being satisfied that the pitches are suitable for play and without creating a precedent for future seasons, the request by the Football Club to begin matches in July 2012 be approved; and
- (c) that the Chair and Acting Clerk be requested to meet representatives of the Football Club to discuss issues relating to their use of the Recreation Ground.

77/12 HEALTH AND SAFETY

Members raised the following issues –

- the positioning of the roll bar on the New Holland tractor when in use in respect of which the Acting Clerk reported that the Groundsman was aware of the relevant safety requirements;
- problems caused by the parking of cars on bus stops which was referred to the Highways Committee for consideration;
- the need for improved lighting and CCTV at the Tillage Hall following a recent instance of vandalism and prior to the arrival of the darker evenings; and
- holes in the platform at Waterbeach railway station

78/12 REPORTS

The Council considered/noted reports from the following –

(i) County Councillor

Councillor M Williamson, in his capacity as County Councillor, had circulated a written report in which he had drawn attention to three transport schemes in Milton being financed under the Northern Corridor Area Transport Plan section 106 fund but which would also be of benefit to Waterbeach residents.

He also reported that he had been informed by County Council officers that funding for cycle racks in Waterbeach was available under the Local Sustainable Transport Fund and that the officers would be discussing the options with him.

Arising from questions asked at the Annual Parish Meeting held on 24th May 2012 with regard to the new library management software system recently introduced by the County Council, Councillor Williamson drew attention to a site on the County Council's website where the relevant information could be found and to the report submitted on the subject to the County Council's Cabinet meeting on 27th September 2011.

(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 referred to a number of matters dealt with elsewhere on the agenda.

He also advised that he had been asked by some of the residents of Winfold Road as to whether the Parish Council intended to install play equipment in the area. Councillor Rabbett reminded Members that it had been intended to carry out a consultation exercise on the installation of additional play equipment in the village during the Diamond Jubilee picnic in June but that this had been cancelled due to the adverse weather at the time. It was suggested that an article now be placed in the next edition of Beach News on the subject and inviting residents' views by way of a tear off reply slip.

(iii) Chair

Arising from Minute No. 46/12, the Chair reported that the contractors undertaking the repair work at Bottisham Lock had provided more information about the work that they proposed to carry out and had enquired whether anyone was aware of the ownership of the car park as they proposed to use part of it for storage purposes during the scheme.

The Acting Clerk also reported that several concrete blocks had been thrown on to the roof of the Groundsman Store at the Recreation Ground on the evening prior to the meeting and that these had cracked some of the roofing panels. Members were informed that the damage had been reported to the Police and that the necessary repairs would need to be undertaken by a roofing contractor.

(iv) Library Officer

Councillor Grant submitted a written report which had been circulated, attaching a draft annual report on the performance of the Waterbeach Independent Lending Library for 2011/12. Although the number of visitors and books borrowed had fallen compared to the previous year, this had been the result of an enforced closure for a period while electrical work was being undertaken at the school and the number of average active readers had increased by approximately 10%.

Councillor Grant also reported that WILL had agreed to open a bank account which would enable them to manage their day-to-day financial arrangements as opposed to this having to be undertaken by the Parish Council. This would result in the Council remaining responsible for the payment of the rent to the school, insurance and reading challenge books and any ad hoc requests for financial assistance that might arise.

RESOLVED

- (a) that the annual report of the Library Access Point for 2011/12 be approved for submission to the County Council; and
- (b) that when the details of the new WILL bank account are supplied, the balance held in the library account as at 31st March 2012 be transferred to WILL, less any payments incurred in the current year to date.

(v) **CAPALC**

Councillor M Williamson reported that a meeting was due to be held later in the week.

(vi) **Neighbourhood Watch**

Councillor Mrs J Williamson reported that a meeting was due to be held in the following week.

(vii) **Trees**

This item had been dealt with earlier in the meeting under Minute No. 72/12.

(viii) **Waterbeach Cultural Collective**

This item had been dealt with earlier in the meeting under Minute No. 71/12.

(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.

79/12 ACCOUNTS

(a) **Payments**

(Councillors Kay and M Williamson declared disclosable pecuniary interests in the payment of accounts as the recipients of payments and took no part in the discussion and voting thereon. As the Council had yet to consider whether to require Members with a disclosable pecuniary interest to leave the room after declaring an interest, they remained in the room while the item was dealt with.)

The Acting Clerk explained the reason for the underpayment of PAYE in 2011/12 which had been authorised at the previous meeting and informed Councillor Smart that he would provide him with details of the payments made for fuel in June as soon as he was able.

RESOLVED

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

		£
E.ON	Electricity supply – Village green (Direct debit)	30.00

E.ON	Electricity supply – New Pavilion (Direct debit)	49.00
E.ON	Electricity supply – Old Pavilion (Direct debit)	73.00
R Reeves	Reimbursement for Cambridge News advert (102740)	1,143.60
Amey Cespa	Disposal arrangements (102738)	30.60
Mrs M Carr	Mileage (102739)	9.45
N Kay	Expenses claim – mileage, telephone and materials (102714)	145.70
M Williamson	Reimbursement for paper for Beach News (102735)	49.95
34SP.com	Website hosting (102736)	47.40
Brian Langley & Son Ltd.	Replacement light fitting & PAT testing - New Pavilion (102737)	186.00
C Rabbett	Reimbursement – purchase of fuel (102742)	105.99
N Kay	Copying charges (102741)	16.20

(b) Investment of Reserves

Councillor M Williamson advised that the Cambridge and Counties Bank currently was offering an interest rate of 2.25% for investments with a 30 day notice period. Bearing in mind the level of reserves held by the Council in Barclays Bank which attracted little interest and the short notice period offered by Cambridge and Counties, it was

RESOLVED

that, after consultation with Councillor M Williamson, the Acting Clerk be authorised under the Council's Investment Strategy to deposit up to a maximum of £85,000 in Cambridge and Counties Bank.

80/12 EXCLUSION OF PRESS AND PUBLIC

RESOLVED

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

81/12 CONFIDENTIAL PAYMENTS

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

82/12 SALE OF LAND AT THE REAR OF ST. JOHN'S CHURCH

The minutes for this item appear in the confidential section of the Council's minute book.

83/12 EMPLOYMENT TRIBUNAL

The minutes for this item appear in the confidential section of the Council's minute book.

There being no further business, the meeting was declared closed at 10.50 p.m.

Chairman

UNAPPROVED