

## **WATERBEACH PARISH COUNCIL**

Minutes of the meeting of **Waterbeach Parish Council** held on 2nd October 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, Mrs B Johnson, P Johnson, A Lloyd, J Rabbett, M Williamson and A Wright.

### **APOLOGIES**

Apologies for absence were submitted on behalf of Councillors B J Bull, D Smart, C Smith and Mrs J Williamson.

### **IN ATTENDANCE**

Messrs M Sugden of Lovell Partnerships and A Welland of the Design Partnership in respect of Minute No. 131/12.

Mr M Leake in respect of Minute No. 132/12.

### **OPEN FORUM**

The Council was addressed by members of the public with regard to a number of issues during the Open Forum.

A group of residents raised concerns over the Parish Council's response to the site options for housing development in Waterbeach contained in the Issues and Options report for the development of the South Cambridgeshire Local Plan. They queried why the Parish Council had raised no objection to the development of 900 houses on the site of the Barracks and to smaller sites in Bannold Road, while objecting to the development of a site at Cody Road. The residents provided a list of their questions and were advised that a written response would be sent to them.

A number of users of the tennis courts at the Recreation Ground expressed the view that if the Parish Council were to construct a multi use games area, this should not be located on the site of the existing tennis courts which they wished to retain in their present format. They were advised that a decision as to whether to proceed with a MUGA had yet to be taken and that there would be an opportunity for further discussion at the Recreation Users Advisory Committee on which the tennis players were represented.

A resident expressed her disappointment at the way in which the outcome of the Employment Tribunal hearing into the claim by the former Clerk for unfair dismissal from her post with the Parish Council had been reported in the latest edition of the Beach News and whether this had been the unanimous view of the Council.

Finally, a resident complained that he had not been notified by South Cambridgeshire District Council that a planning application to which he objected was to be heard at a meeting of that authority's Planning Committee on 3rd October. He was reminded that if he had not

submitted a written objection to the application, he would be advised by the District Council that he had an opportunity to speak at a meeting of the Planning Committee if the application was to be determined by Members.

## **COUNCIL**

### **129/12 MINUTES**

The Minutes of the meeting of the Council held on the 4th September 2012 were approved as a correct record and signed by the Chairman.

(While the Minutes had been approved as a correct record, Councillor Cornwell referred to comments that she had made at previous meetings and asked that it be recorded that she had objected to the Council's answer of yes to question 3 of section 2 of the Annual Return for 2011/12 that had been approved at a meeting of the Council held on 24th July 2012 (Minute No. 84/12 refers).)

### **130/12 MEMBERS' INTERESTS**

Councillor Rabbett declared a disclosable pecuniary interest in Minute Nos. 148/12 and 150/12 with regard to payments to her husband, Mr C Rabbett, who was an employee of the Council.

### **131/12 AFFORDABLE HOUSING**

Messrs M Sugden of Lovell Partnerships and A Welland of the Design Partnership gave a presentation on a proposal to develop an affordable housing scheme of 34 dwellings on a housing exception site at Denny End Road. The land was situated outside the built environment of Waterbeach where private housing development would not normally be permitted. Copies of a plan of the development and the breakdown of the housing mix were circulated at the meeting.

Members were informed by Mr Sugden that the Housing and Planning Officers of South Cambridgeshire District Council had expressed their support for the scheme as a way of helping to address the need for accommodation by the 100 applicants from Waterbeach on the District Council's housing waiting list. Mr Sugden also reminded Members that while 40% of any large scale development in Waterbeach as a result of the District Council's revision of their Local Plan would comprise affordable housing, occupation of those dwellings would not be restricted to residents of Waterbeach in perpetuity which would be a pre-condition of the Denny End Road scheme.

In response to questions, Mr Sugden advised that 30% of the proposed scheme would comprise shared ownership homes. While residents could increase their share of the ownership over time, this could not exceed 80% and in the event of the subsequent sale of an individual property, this had to be sold through the Housing Association to ensure the continued occupation of the house by a local resident who met the necessary qualification criteria.

Mr Sugden and Mr Welland indicated that they would investigate a suggestion that a footpath link be established to enable residents to access the centre of Waterbeach and they

commented on the environmental measures that would be incorporated in the housing design. They also indicated that they were aware of the proximity of industrial units in Denny End Road to the site and would commission the necessary noise surveys etc. in the event of the Parish Council expressing its support for the scheme. With regard to the proposed open space in the centre of the development, they indicated that this would expect this to be transferred to the Parish Council with a commuted sum for future maintenance.

## **RESOLVED**

that the rural exception site at Denny End Road for the development of affordable homes be supported in principle by the Parish Council.

## **132/12 SUPPORT FOR NEW BUS SERVICE**

With the aid of a paper that had been circulated prior to the meeting, Mr M Leake and Councillor Williamson reported on the outcome of a recent public meeting into the implications of the withdrawal by Stagecoach of the direct bus service between Waterbeach, Landbeach and Ely. Members were informed that over 50 people had attended the public meeting and had indicated that they would use a limited service if this could be established by means of a trial period.

Mr Leake suggested that a service provided by a bus company once a day on a Thursday leaving Waterbeach and Landbeach at say 10.00 a.m. and returning at about 1.30 p.m. allowing 2 or 3 hours for passengers in Ely could be economic based upon the support expressed at the public meeting. A six months trial period was proposed which would require a guarantee of £2,600 but which would be offset from fares received.

Councillor Williamson reported that Landbeach Parish Council had agreed to guarantee £500 towards the trial period and that officers at the County and District Councils had expressed their support for the venture. However the Acting Clerk pointed out that the Parish Council had not budgeted for this expenditure and that there were a number of other items of expenditure that needed to be considered later on the agenda. In addition, the Acting Clerk advised that the Parish Council did not have the power to incur expenditure on subsidies for bus services used by the general public and that this would have to count against the Council's section 137 limit.

Members referred to other potential sources of funding in Waterbeach from the United Charities and other charities which might mean that there would be no need for the Parish Council to consider offering a contribution as part of the trial period guarantee.

It was therefore

## **RESOLVED**

- (a) that the trial Waterbeach to Ely bus service be supported in principle by the Parish Council and publicised where appropriate;
- (b) that consideration of any financial contribution by the Parish Council towards the guarantee required for the trial period be deferred for consideration in conjunction with other items of expenditure elsewhere on the agenda; and

- (c) that Mr Leake be encouraged to approach the charities in Waterbeach for a contribution towards the trial period guarantee.

### **133/12 AMENDMENT TO STANDING ORDERS**

Further to Minute No. 108/12, the Acting Clerk reminded Members that they had deferred amendments proposed to the Council's Standing Orders at their last meeting in order to implement the changes to the code of conduct arrangements introduced by the Localism Act 2011. The changes involved the deletion of Standing Orders 60, 61, 62 and 64 in relation to personal and prejudicial interests which had been superseded and the adoption of replacement Standing Orders with the same numbers which dealt with the procedure to be adopted for the declaration at meetings of Other Interests defined in the recently adopted Members Code of Conduct. Copies of the proposed new wording had been circulated to all Members prior to the meeting.

#### **RESOLVED**

- (a) that Standing Orders 60 (personal interests), 61 (prejudicial interests), 62 (register of interests) and 64 (recording in the minutes of interests) be deleted; and
- (b) that the following Standing Orders be approved –
60. If a member has an Other Interest as defined in the Code of Conduct adopted by the Council on 4th September 2012, he shall declare such interest at a meeting as soon as it becomes apparent, disclosing the existence and nature of the interest.
61. If a member has declared an Other Interest at a meeting in accordance with Standing Order 60, he must leave the room while the matter the subject of the interest is being discussed and voted upon and shall take no part in such discussion and voting, unless a dispensation has been granted in accordance with Standing Order 62.
- 62.
- a. The Council may, on a written request made to the Clerk by a member prior to the commencement of a meeting to which the Other Interest relates, grant a dispensation relieving the member from the restriction stipulated in Standing Order 61 from either or both of –
- participating or participating further in any discussion of the matter at the meeting; or
- participating in any vote or further vote taken on the matter at the meeting.
- b. The Council may grant a dispensation under this Standing Order only if, having had regard to all the relevant circumstances, the Council –
- (i) considers that without the dispensation the number of persons prohibited by Standing Order 61 from participating in any

- particular business would be so great a proportion of the Council as to impede the transaction of the business,
- (ii) considers that granting the dispensation is in the interests of persons living in the Parish, or
  - (iii) considers that it is otherwise appropriate to grant a dispensation.
- c. A dispensation under this Standing Order shall specify the period for which it has effect, and the period specified may not exceed four years.
  - d. This Standing Order shall not apply in relation to anything done for the purpose of deciding whether to grant a dispensation under this Standing Order.
64. Where a member has declared a Disclosable Pecuniary Interest or Other Interest and where an application for a dispensation has been considered by the Council, this shall be recorded in the minutes of the meeting.

(Councillor Grant requested that her name be recorded as abstaining from voting on the item.)

#### **134/12 RECREATION USERS COMMITTEE**

Arising from the submission of the Minutes of the meeting of the Recreation Users Advisory Committee held on 11th September 2012, Members noted the problems highlighted by the Cricket, Colts Cricket and Football Clubs in terms of meeting the cost of the rent for the use of sports pitches at the Recreation Ground and retaining and attracting players.

#### **RESOLVED**

- (a) that the Minutes of the meeting of the Recreation Users Advisory Committee held on 11th September be received:
- (b) that the Sports Clubs be asked to provide the Council with copies of their end of year accounts; and
- (c) that the fees charged to the Sports Clubs be reviewed at the next meeting of the Finance Committee.

#### **135/12 APPOINTMENTS PANEL**

Further to Minute No. 128/12, Members noted the decision of the Appointments Panel to offer the position of Clerk to the Council to Dr J H Horsnell subject to the receipt of satisfactory references.

Dr Horsnell was in attendance at the meeting and was welcomed by the Chair and Members.

#### **RESOLVED**

that the minutes of the meetings of the Appointments Panel held on 4th and 21st September 2012 be received.

## **136/12 SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL PLANNING COMMITTEE**

(The Chair agreed to accept the following item on the agenda in view of the urgency of the business.)

Having been advised that the Parish Council had been notified that the planning application for an extension to an existing dwelling and the erection of a new dwelling at 10 Burgess Road would be considered at a meeting of the District Council's Planning Committee to be held on 3rd October 2012, Members decided that they did not wish to submit any representations in person at the meeting in support of the Parish Council's recommendation of refusal.

### **137/12 TILLAGE HALL**

Further to Minute No. 111/12, Councillor M Williamson reported that the creation of the company limited by guarantee to manage the Tillage Hall had almost been finalised which would then enable the lease to be completed.

Members were informed that usage was continuing to improve with a regular Friday morning booking now having been obtained on a trial basis.

Councillor Williamson reported on further damage to the building caused by one or more persons climbing the downcomers which had caused some of them to break. As the building was insured by the Council, the Acting Clerk had advised that an estimate of the cost of repair should be obtained to enable an insurance claim to be submitted. In addition, Councillor Williamson indicated that he would obtain a quotation for the boxing in of the downcomers which he would submit to the Council for consideration.

### **138/12 PLAYGROUND AT RECREATION GROUND**

The Chair reported that the work to install new equipment at the playground was nearing completion, with work having been hindered by the recent heavy rainfall. However she also mentioned that vandalism had occurred over the course of the previous weekend with damage to the equipment and safety surfacing.

The Chair advised Members that each of the play equipment providers who had visited the site to quote for the new equipment had recommended that the hedge between the playground and the Recreation Ground as a whole be removed. In their opinion, the hedge shielded the playground from passers-by and encouraged young people to congregate there and engage in anti-social behaviour and vandalism. The Chair suggested that the hedge be removed and replaced with a decorative fence which enabled a clearer view of the playground and also enabled parents to simultaneously supervise young children both in the playground and the Recreation Ground.

Conversely, Councillor Cornwell was of the opinion that the hedge provided an effective wind break for very young children and Councillor Grant suggested that the hedge provided an effective barrier to footballs from the adjoining pitch when matches were being played.

In terms of lowering the height of the hedge, Members acknowledged the problems caused by the existence of a chain link fence around which the hedge had grown and which would be difficult to remove without damaging the plants themselves.

Following discussion, it was

**RESOLVED**

that the Senior Groundsman be requested to cut the hedge to a lower height where this was feasible and to try to remove any fencing and posts within the hedge where this was possible.

**139/12 HIRE OF FOOTBALL PITCHES**

Members' attention was drawn to a request from the Cambridge YMCA football club for the use of a pitch at the Recreation Ground for Sunday League games. The Acting Clerk reported that one of the Waterbeach Football Club teams had folded recently as a result of a lack of players and that the Senior Groundsman was of the opinion that the use of the pitches by the Cambridge YMCA could be accommodated without the pitches being over-played.

It was therefore

**RESOLVED**

- (a) that the request by Cambridge YMCA be approved for a 6 months trial initially commencing in January 2013, subject to the completion of an appropriate agreement in relation to fixture dates, cancellations etc.; and
- (b) that consideration of the fee for use of the Recreation Ground by the Club be referred to the next meeting of the Finance Committee.

**140/12 MULTI USE GAMES AREA**

The Acting Clerk referred to 16/12 of the meeting of the Recreation Users Advisory Committee at which the Colts Football Club had requested the Council to determine the extent to which a contribution could be made to the installation of a multi-use games area at the Recreation Ground. A report was submitted by the Acting Clerk (a copy of which had been circulated with the agenda) to which was attached an estimate of the cost of a MUGA and the design of the facility. Members were informed that the cost was likely to be in the region of £200,000, with provision having to be made for the replacement of the playing surface and subsoil every 10 years at a further cost of £100,000.

The Acting Clerk also had listed in the report a number of additional items of expenditure that had been incurred by the Council during the course of the year, some of which had not been included in the budget. He also referred to the impending receipt of quotations for the refurbishment of the Old Pavilion and works to the New Pavilion and Bowls Pavilion and to the proposed Chapel Street highway safety scheme.

Under the circumstances, it was

**RESOLVED**

- (a) that a special meeting of the Council be held on 16th October in place of the scheduled meeting of the Planning Committee in order to consider the quotations received for the works to the pavilions and other potential expenditure; and
- (b) that the proposal by the Colts Football Club for the installation of a MUGA at the Recreation Ground be deferred for consideration at the special meeting.

#### **141/12 CHAPEL STREET TRAFFIC SCHEME**

Further to Minute No. 66/12, Members were informed that the applications under the County Council's minor highways improvements budget for the Chapel Street traffic calming scheme had been unsuccessful. As a result, if the scheme were to proceed the whole of the cost would have to be funded by the Parish Council.

Having regard to the decision in the preceding minute, it was also

#### **RESOLVED**

that consideration of the funding of the Chapel Street traffic calming scheme be deferred to the special meeting of the Council to be held on 16th October 2012.

#### **142/12 COMMUNITY ASSOCIATION REQUESTS**

Members' attention was drawn to the following requests from the Community Association –

- (a) the use of the Green and the Gault for the Waterbeach Feast on Saturday, 8th June 2013;
- (b) the use of the Green for the erection of a Christmas tree and decorative lights over the festive period and the 'Carols on the Green' event on 24th December 2012; and
- (c) the erection of shelving in the old Groundsman's Store for the equipment that they currently stored there.

The Chair also reported on a request from Waterbeach Brass Band to store equipment in the old Groundsman's Store following the loss of their present storage arrangements at the Barracks. Members were informed that the Senior Groundsman was satisfied that there was sufficient space in the Store to accommodate the Band's equipment which they would insure themselves.

#### **RESOLVED**

- (a) that the requests by the Community Association be approved; and
- (b) that the request by the Waterbeach Brass Band be approved and space in the old Groundsman's Store be made available free of charge for a trial period of one year, subject to the completion of a written agreement as to the space that they occupied, arrangements for the vacation of the Store, insurance etc.

#### **143/12 DOG AND LITTER BINS**

Members noted information received from the District Council reminding parish councils of their policy on the provision and emptying of dog and litter bins on the highway and also in other locations on a rechargeable basis.

#### **144/12 COMMUNITY LED PLANNING**

Arising from the receipt of an offer from Cambridgeshire ACRE to assist in the development of a community led plan for Waterbeach, Members were of the opinion that the time was inopportune to embark on a plan of this nature bearing in mind the time consuming nature of the process and the recent appointment of the new Clerk.

It was therefore

#### **RESOLVED**

that the idea of a community led plan in Waterbeach be postponed for the reasons stated and Cambridgeshire ACRE informed accordingly.

#### **145/12 CAMBRIDGESHIRE ACRE**

Members' attention was drawn to a series of seminars organised during the course of the autumn by Cambridgeshire ACRE on issues emerging from the Localism Act 2011 and other matters of topical importance.

As attendance at the courses was free of charge, the Acting Clerk was requested to circulate details of the courses to Members to enable them to attend of their own volition if they so wished.

#### **146/12 HEALTH AND SAFETY**

Members raised the following issues –

- A further reference by Councillor Grant to the use of the New Holland tractor by the Council's grounds staff without the rollbar being in the upright position, in respect of which the Acting Clerk reported that he was satisfied that Health and Safety requirements were being complied with;
- Defective street lights in Chapel Close.

#### **147/12 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 a number of issues including cycle parking at Waterbeach Station and a cycle crossing of the A10.

He also mentioned that he had attended a meeting of the County Council's Cabinet to speak against the possible development of the Barracks and adjoining land for housing and had emphasised the highway problems inherent in any proposals for Waterbeach in the South Cambridgeshire District Council's Local Plan Issues and Options report.

**(ii) District Councillor**

A report was circulated from Councillor P Johnson in his capacity as one of the district councillors for the ward, in which he referred to his survey of the dropped kerbs in the village and the continued presence of a small boat moored on the 'free stretch' of the River Cam near Bottisham Lock.

Both Councillor Johnson and Councillor Williamson reported on their efforts through various avenues to try to retain the facilities at the Barracks for community use following the withdrawal of military personnel. However Members were informed that the DIO appeared to be adopting a purely commercial approach and to be adamant that there would be no community use of any of the assets at the Barracks after December.

Councillor Johnson also reported that he had been contacted by a local resident who had complained about cars being parked on the grass verge in Winfold Road which was resulting in the grass being cut up in the wet weather. The residents had asked if trees could be planted in the verge but the Acting Clerk pointed out that highway verge was owned by the County Council who generally opposed the planting of trees in verges because of the presence of services. A number of alternative suggestions were made by Members to prevent parking on the verge but the Acting Clerk suggested that as this practice was likely to be widespread in the village, it would be preferable for the Parish Council to not become involved in trying to resolve a problem that was the responsibility of the County Council.

**(iii) Chair**

No issues were raised by the Chair.

**(iv) Library Officer**

Councillor Grant reported that WILL had been unable to obtain any statistics since the introduction of the new software system by the County Council.

**(v) CAPALC**

Councillor M Williamson reported that a meeting of the South Cambridgeshire District Association of CAPALC was likely to be held in the near future.

**(vi) Neighbourhood Watch**

No issues were raised.

**(vii) Trees**

No issues were raised.

**(viii) Waterbeach Cultural Collective**

Councillor Grant reported that the plaque on the plinth recently installed on The Green as part of the Waterbeach Game was beginning to show signs of rust and the Acting Clerk indicated that he would bring this to the attention of the Artist in Residence.

**(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.

(Councillor Mrs Cornwell left the meeting at this point in the proceedings, after having drawn attention to the fact that an item had not been included in the agenda with regard to the preparation of a village map, as requested at the previous meeting.)

**148/12 ACCOUNTS**

**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)	47.00
E.ON	Electricity supply – Groundsman’s Store (direct debit)	62.19
Abbey Tyre	Puncture repair (102793)	54.00
Amey Cespa	Disposal arrangements (102794)	30.60
Amey Cespa	Disposal arrangements (102794)	6.00
Thurlow Nunn Standen	Miscellaneous supplies (102796)	7.10
Sherrif Amenity	Wicket and tees seed (102797)	175.74
Sherrif Amenity	Greens seed (102797)	272.64

Sherrif Amenity	Baileys dressing (102797)	443.52
Sherrif Amenity	Evolution micro (102797)	115.20
Sherrif Amenity	Lawn sand (102797)	71.40
Sherrif Amenity	Binders ongar loam (102797)	406.08
G & J Peck Ltd	Miscellaneous supplies (102798)	32.00
G & J Peck Ltd	Miscellaneous supplies (102798)	9.99
G & J Peck Ltd	Miscellaneous supplies (102798)	29.99
G & J Peck Ltd	Miscellaneous supplies (102798)	12.29
G & J Peck Ltd	Miscellaneous supplies (102798)	4.91
G & J Peck Ltd	Miscellaneous supplies (102798)	36.22
Buchans	Cutting of football pitches (102799)	66.00
Impington Roofing	Repairs to New Pavilion roof (102800)	780.00
Brian Langley	Replace path light (102801)	99.00
C Howlett	Minute taking (102802)	31.50
N Kay	Lunch for interviews for Clerk (102804)	20.54
Waterbeach School	Rent for WILL (102805)	500.00
ESPO	Stationery (102806)	86.70
M Carr	Mileage (102807)	11.25
R Pinion	Reimbursement – purchase of oil (102808)	7.56
C Rabbett	Reimbursement – purchase of fuel (102810)	235.88
N Kay	Reimbursement for travel (102812)	17.00
Friends of the Tillage Hall	Hire of Tillage Hall (102813)	110.00
Moore Stephens	Audit of accounts 2011/12 (102820)	1,319.40
Waterbeach Community Association	Subscription fee (102821)	20.00
ESPO	Miscellaneous supplies (102822)	12.48

ESPO	Drain rods (102822)	54.00
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(b) that payment of the following accounts required prior to the meeting be endorsed:-

Activ Security	Deposit for CCTV installation (102792)	2,568.00
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Mrs S Smart	Employment Tribunal judgement (102811)	5,271.42
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#### **149/12 EXCLUSION OF PUBLIC**

#### **RESOLVED**

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

#### **150/12 CONFIDENTIAL PAYMENTS**

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

#### **151/12 EMPLOYMENT TRIBUNAL**

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

#### **152/12 APPOINTMENT OF CLERK**

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 10.00 p.m.

Chairman