

## **WATERBEACH PARISH COUNCIL**

Minutes of the meeting of **Waterbeach Parish Council** held on 4<sup>th</sup> December 2012 at 7.30p.m. at the New Pavilion, Cambridge Road, Waterbeach.

### **PRESENT**

Councillor N Kay, Chair

Councillors B. Bull, W. Bullivant, J. Cornwell, M Howlett, B. Johnson, P. Johnson, A. Lloyd, D. Smart, J. Williamson and M. Williamson.

### **APOLOGIES**

Apologies for absence were submitted on behalf of Councillors K. Grant, J. Rabbett, C. Smith and A. Wright.

### **OPEN FORUM**

A representative of Waterbeach Football Club (WFC) expressed grave concerns at the decision of the Council to enter into an agreement with Cambridge YMCA Football Club on the use of pitches, on a trial basis, for three Sunday matches in 2013. In the opinion of WFC there were worries about the state of the pitches and possible impact on the Colts teams.

A local resident queried minute **203/12** (the consideration of an honorarium to the former Acting Clerk in recognition of his help) wanting clarification on from where the funds for the award would come. The Chairman replied that as the item was on the Agenda for discussion and no decision had even been taken on whether such an award would be made, any comments at this time would only be speculative.

### **COUNCIL**

#### **182/12 MINUTES**

The Minutes of the meeting of the Council held on the 6<sup>th</sup> November 2012 were approved as a correct record and signed by the Chairman, (after an amendment to minute **176/12** (iii); the re-instated bus service is the number 9 not the 196, which was initialled by the Chairman).

#### **183/12 MEMBERS' INTERESTS**

Councillor Smart declared an interest in item **204/12 (Employment Tribunal)**, in view of his relationship with the person who is the subject of the case.

Councillor P. Johnson declared an interest as a District Councillor in matters relating to South Cambridgeshire District Council.

## **184/12 PLANNING APPLICATIONS**

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

### **RESOLVED**

- (a) that the following recommendation be submitted to South Cambridgeshire District Council;

- (i) [S/2346/12/FL](#) First Floor Front Extension, 37, Whitmore Way

That the District Council be recommended to approve the application.

- (b) that the amendments to the following planning applications submitted to South Cambridgeshire District Council be noted:

- (i) S/0895/12/FL Erection of single-storey dwelling following demolition of existing outbuilding, r/o 31, High Street
- (ii) S/2178/12/NM Non Material Amendment to Planning Permission S/2198/10/FL (Construction of solar energy farm, to include the installation of solar panels to generate up to 5mw of electricity and associated works) to allow revisions to the layout of the solar farm, Radical Farm, Chittering Drove

## **185/12 COMMITTEES**

The minutes of the Planning Committee and the Finance Committee had been submitted and it was

### **RESOLVED**

- (a) that the minutes of the Planning Committee held 20<sup>th</sup> November be received
- (b) that the minutes of the Finance Committee held 23<sup>rd</sup> October, having been discussed in full at the Council Meeting held 6<sup>th</sup> November, be received.

## **186/12 TILLAGE HALL**

The Statement of Financial Activities for the Tillage Hall, although not forming part of the Council's accounts, were presented to the meeting as a courtesy and a brief overview given by Councillor M. Williamson:

*“The accounts are under the name of the Friends but the activities will be transferred to the company shortly.*

*The income is lower than the original budget, but I believe this is understandable since it has taken some time for letting income to build up. However, this is now showing a significant increase with additional regular lettings and many occasional ones.*

*Costs are not far from the original budget except that there are no costs for electricity or water and the original budget did not include any telephony costs.*

*The solicitors dealing with the lease on behalf of the Tillage Hall Company have contacted the PC solicitors and I understand await a response.”*

An update on the lease was given by the Clerk, who reported that, following a conversation with Councillor Williamson, she had been in contact with the Parish Council solicitor and was now awaiting a letter detailing the next action(s) required.

There was, however, some confusion regarding responsibility for certain items of expenditure, so after discussion, it was

## **RESOLVED**

that a policy to decide the sharing of costs between the Parish Council and the newly formed Tillage Hall Company should be set up and implemented.

## **187/12 PLAYGROUND AT RECREATION GROUND**

With reference to minute **175/12**,

- (i) the Clerk reported that the outstanding work had been carried out satisfactorily by Wicksteed and the final invoice was being presented for approval.
- (ii) the Clerk reported that as the replacement cost of the vandalised play equipment was £125 +VAT and the insurance policy excess was £100 it would not seem economically viable to make a claim against the insurance company.

## **188/12 HIRE OF FOOTBALL PITCHES**

With reference to minute **139/12**, the Clerk reported that she had contacted Cambridge YMCA Football Club informing them of the Council’s approval, on a 6 month trial basis, of their request to hire a pitch for Sunday League games and that she and the Chairman had met with two representatives of the club at the Recreation Ground on Saturday 1<sup>st</sup> December. As they had already entered into an agreement elsewhere, the YMCA FC were requesting three dates in 2013 (Feb 17<sup>th</sup>, March 24<sup>th</sup> and April 7<sup>th</sup>), with a view to making Waterbeach their home ground for the 2013/14 season, if the trial period worked for both parties. The matter of fees is still to be finalised but the club has already submitted a copy of their insurance certificate as requested.

### **189/12 OUTDOOR EXERCISE EQUIPMENT**

This item was included at the request of Cllrs Cornwell and P. Johnson. The matter had previously been discussed at Council but no action had resulted. The subject has been mentioned in the Chairman's letter in the December 2012 issue of the Beach News and local residents asked to provide feedback on desirability and positioning of equipment. It was

#### **RESOLVED**

that Councillor Cornwell would liaise with the Buggy Boot Camp and investigate further in particular with relation to the availability of grant funding. The Clerk handed out literature from three different companies for Councillors to take away and make comment and recommendations on the type of equipment preferred.

### **190/12 TREE INSPECTIONS**

The formal report from Acacia Tree Surgeons was not available, but the Clerk gave an update on the situation. The work on the trees on The Green had been booked in and carried out on Thursday 29<sup>th</sup> November. Two trees on the Recreation Ground would be the subject of inspection, a Lime tree near the Beach Social Club and a Poplar tree near the centre of the Recreation Ground. The written report from the tree surgeons would be circulated when available.

The issue of a tree whose ownership was in doubt and that might require some remedial work was raised (minute **176/12 vii**) and Councillor Williamson offered to contact the County Council's Highways Manager, Keith Faunch.

### **191/12 WATERBEACH COLTS FC**

A request to use the Recreation Ground to hold the Annual Weekend of football with beer festival over the weekend of 17<sup>th</sup>, 18<sup>th</sup> and 19<sup>th</sup> May 2013 was considered. The issue of vandalism to the Play Park during the previous event was discussed and it was

#### **RESOLVED**

- (a) that the request be approved and
- (b) that the local PCSO be informed of the event and asked to make extra patrols.

### **192/12 BEACH SOCIAL CLUB**

A request to erect a marquee at the rear of the garden, remaining open after 9.30 pm, as part of a fundraiser in aid of The Teenage Cancer Trust on Sunday 10<sup>th</sup> March 2013 was considered.

It was

## **RESOLVED**

that the request be approved.

### **193/12 PARISH COUNCIL LAND IN FRONT OF ONE STOP SHOP**

The appearance of this area was a cause for concern and after discussion, it was

## **RESOLVED**

- (a) the area needed to be tidied up and enhanced
- (b) a bicycle rack should be provided
- (c) the Clerk would check what permissions were needed and arrange for the work to be carried out.

### **194/12 CEMETERY**

A report by the Clerk regarding the purchase of additional from the MOD had been circulated to members prior to the meeting (see below).

#### ***Cemetery*** *(Report by the Clerk)*

*A dialogue has been opened between the Parish Council and the Defence Infrastructure Organisation (DIO), which is the department of the Ministry of Defence (MOD) that deals with the disposal of surplus MOD assets, with regard to the possible purchase of land to expand the cemetery.*

*Waterbeach Barracks has been placed on the Register of Surplus Public Sector Land and as such the Council is able to express an interest in purchasing a plot before the complete site is made available for sale. DIO are looking into the matter but before they can take things further they are checking with Barracks Command to confirm there are no current issues that would prevent a sale.*

*DIO has been at pains to point out that any sale would have to be at current market value and that a valuation by the Valuation Office would have to be jointly funded and would be binding for both sides. Before this can happen both parties would have to agree the terms of sale.*

*As yet, DIO have not confirmed the presence of any issues that would prevent a sale.*

In an update she reported that the DIO had confirmed that, subject to there being no cables or conduits in the ground, there was no objection, in principle, to the potential sale of the land and that as soon as the information on the ground was available it would be passed on to the Parish Council via the Clerk.

Some concern was expressed that if the valuation was to be binding on both sides, were it to be unacceptably high, the Parish Council might find itself in the position of not being able to meet its obligations. The Clerk replied that this would be one of the conditions that would be discussed in the terms of sale to be agreed by both parties, along with discussions on the restriction of legal fees.

Questions were asked about the ownership, surface condition and maintenance of the road leading to the cemetery.

It was

## **RESOLVED**

That the Clerk would investigate and report back on the issue of the road.

## **195/12 INVESTMENT STRATEGY**

A report had been circulated to members prior to the meeting (see below).

### ***Investment Strategy (Report by Clerk)***

*Under the rules of the Financial Services Compensation Scheme (FSCS), as Town and Parish Councils are local or municipal authorities, they are excluded for protection. This means that if a bank or building society holding Council funds were to fail the FSCS would be unable to assist.*

*One exception to this is the Nationwide Building Society. They offer a variety of Business Savings accounts that are available to Parish Councils. Through a subsidiary company, Nationwide International Ltd., which is guaranteed by the parent company (Nationwide Building Society), Council deposits would be covered under the Isle of Man Depositors' Compensation Scheme (DCS) to a value of £20,000.*

*In order to protect the Council's assets, it is suggested that:*

- (i) a sum of £20,000 be deposited with the Nationwide Building Society \**
- (ii) consideration is given to opening Instant Access accounts in a variety of banks/building societies in order to spread the financial load and thus reduce the risk of loss due to failure of an authorised deposit taker.*

*\* As of 28/11/12 suitable accounts on offer are:*

<i>Business Saver Instant Access Account:</i>	<i>1.30%</i>
<i>Business Saver 95 day notice Account:</i>	<i>1.60%</i>
<i>Business Saver 6 month Bond:</i>	<i>1.80%</i>
<i>Business Saver 1 year Bond:</i>	<i>2.00%</i>

It was

## **RESOLVED**

That £20,000 should be invested in the Nationwide Business Saver 1 Year Bond.

### **196/12 HEALTH AND SAFETY**

Members raised the following points:

- (i) Concern over the condition of the Recreation Ground car park.

The Clerk reported that the road plannings had arrived and the remedial work would commence next week, weather permitting.

- (ii) The absence of a dog litter bin in the car park.

The Clerk was charged with rectifying this issue.

- (iii) The potential problem of a diseased tree (already addressed in minute **190/12**) .

(iv) The poor condition of the concrete posts at the entrance to the Recreation Ground near the Beach Social Club. Doubt was expressed over their ownership.

The Clerk was asked to investigate.

- (v) The condition of the Play Park at Chittering and the need for regular maintenance, also the condition of the fence between the Play Park and the adjacent School House.

The Clerk was asked to write to the owners of the School House and also ensure that the Play Park was maintained.

- (vi) Complaints about dog fouling on the Recreation Ground and the tennis courts had been received.

The situation needs to be monitored closely and action taken against anyone whose dog was seen fouling the area.

- (vii) There was concern that disabled parking bays were being used by non-disabled drivers and vehicles.

### **197/12 WATERBEACH FLAGPOLE**

The Chairman raised the idea of having a flagpole on the Green. Discussion on the issue then ensued and it was remarked that local residents had been disappointed that there was no flag flying during the earlier Jubilee celebrations. As well as having a Union Flag, the possibility of flying the flag of St George and of having the Waterbeach emblem on a flag was discussed. It was

## **RESOLVED**

that the offer of a flagpole for the Green be accepted.

## **198/12 MINOR HIGHWAYS IMPROVEMENT SCHEME**

The final invitation details for Minor Highways Improvements were not received until 29<sup>th</sup> November and as the deadline for applications for the 2013 funding is 21<sup>st</sup> December, the Chairman, with the Chairman of the Highways Committee and the Clerk met to put together some suggestions for Council to consider using the information gathered from the Parish Plan consultation. These included:

- (i) a zebra crossing between the Gault and the Baptist Chapel/ Nice's garage
- (ii) SLOW signs on the carriageway
- (iii) Give Way signs at the junctions of Greenside with Chapel Street and St Andrews Hill and Chapel Street
- (iv) Priority give way traffic island on Car Dyke road.

It was

### **RESOLVED**

that the Clerk would seek advice from the County Council area team and, in consultation with the Chairman and the Chairman of the Highways Committee, submit an application.

## **199/12 REPORTS**

The Council considered/noted reports from the following –

### **(i) County Councillor**

#### **County Councillor's Report to Landbeach, Milton and Waterbeach Parish Councils December 2012**

*This is a joint report. I know that some issues will be relevant to only some parishes, but to avoid leaving anything out, I felt it would be useful to circulate everything to all. I have used initials to show which items may be most relevant to which Parishes.*

#### **Cycle Parking at Waterbeach Station (L,W)**

*Some plans have been produced and these can be viewed on my website*

*[www.michaelwilliamson.org.uk](http://www.michaelwilliamson.org.uk). The scheme would yield twelve new covered cycle parking spaces in the car park area and ten new uncovered spaces on the northbound platform (by the waiting area). This would bring total provision at Waterbeach to 32 of which 22 would be covered.*

*I am keen to get responses as soon as possible so I can go back to the County Council with any suggestions.*

***Cycle crossing of the A10 (L,W)***

*As above, I am awaiting more detailed responses from the County Council officers.*

***Landbeach Road - A10 junction (L,M)***

*We had a good site meeting a couple of weeks ago with County Council road safety officers. I have agreed to get together a group of Councillors from Milton and Landbeach to discuss the situation and make proposals to the engineers for possible improvements.*

*Please could each Council nominate two or three representatives to meet.*

***Bus Services (W, M?)***

*I attended a meeting in Horningsea about the 196 service. Representatives from Milton Parish Council were present because there are some suggestions that any future service might go through Milton.*

*Notes have been circulated of the meeting; if they have not reached the respective Parish Councils then please contact me.*

***Improved Park and Ride Signage***

*Proposals have been circulated and comments have been made by Milton Parish Council.*

***Denny End Traffic Lights***

*The suggestion was made that the programming of the lights means that they turn to green even when there is no traffic waiting to turn out of Denny End Road. From my personal observation, this is not true.*

**(ii) District Councillor**

**District Councillors Report for December**

**Waterbeach Barracks**

*The grain being stored on the barracks is the subject of SCDC enforcement as the grain stored on the runway had water run-off which contaminated the drains and there may be a change of use issue here.*

**No 9 Bus to Ely**

*I have received an e-mail from Andy Campbell at Stagecoach regarding the No 9 direct bus to Ely, this is not being used as much as it should be and this equates to 58 passengers per week which Andy says is not enough. I have printed off his e-mail as you will see that when he agreed to putting this bus back on I had to agree that it is would be a use it or lose it because we have to face it that companies cannot afford to run at a loss. I will tell Andy that this time of the year will be quieter due to cold weather and I hope he will continue at least until late spring or even early summer but we have to emphasise to all our parishioners please use this bus as much as possible as bums on seats are being counted.*

**Council Officers**

*A member of the planning team and a member of enforcement team are prepared to come and talk to the planning committee to explain how they arrive at decisions and how enforcement works, we just need to give them plenty of notice but I am sure this will be beneficial to the planning committee.*

**(iii) Chair**

The Chairman reported that the land in front of the Barracks could be available for purchase from the Defence Infrastructure Organisation, but that it would have to be at current market value and she would investigate further and try to get a price estimate.

Draft agreements/contracts had been drawn up and she requested Members to take the copies and report back with comments/suggestions.

**(iv) Library Officer**

***The Library birthday celebration on Saturday 10<sup>th</sup> November.***

*“The 90th Birthday celebrations for the Library went off very well. We were very pleased to be visited by many individuals throughout the morning, who tucked into cakes, biscuits, crisps, coffee, tea, and juices. A number of photographs were taken of people enjoying themselves, but none will surpass the photograph of Nan, one of our longest serving volunteers cutting the birthday cake, and later having her photograph taken with our youngest library member, four week old Eleanor Houston, who incidentally already has her own library card! That was a photograph which will stay with all of us.*

*We were very pleased to welcome Sue Williamson, County Libraries Operations Manager, and Marjorie Smith, District Library Manager, who had taken time out of their weekend to visit, and chat, for some considerable time, with library members, and volunteers. They appeared pleased with the efforts of the volunteers, and our library.” Report by Maggie Crane*

***PTA Sale:***

*Volunteers manned a stall at the recent PTA sale to sell duplicate and culled books to raise funds for further purchases.*

***Issues:***

***Premises:***

*The volunteers are still asking the school to urgently address the problems with the guttering (exacerbated with recent weather conditions) and the large puddles that form at the start of the ramp and do not drain away. These are frequently deeper than an adult shoe, let alone a child's and it is a disappointing entrance to the facility and somewhat of a health and safety issue as it can be difficult to avoid and some of our visitors cannot do gazelle-like leaps over several feet.. It would be helpful if the Parish Council, who rent the premises, could support the volunteers and also request a rapid resolution to the problem.*

***Funding:***

*The money raised from fines etc is being used for general costs (consumables, telephone charges, printing and display materials). Now that the County Council no longer provide rotating stock of new (or newish) books there is a need for the library in Waterbeach to provide more books to replace worn ones and keep the titles fresh and inviting to regular readers. Some of the newer titles do come from donations but there is a growing need to have a realistic book fund for new purchases in addition to the specific purchase of books to support the national children's Summer Reading Challenge. Several hundred people are regular library users, in addition to school classes and the local playgroup who visit regularly, and consideration should be given in the next year's PC budget to additional funding for this valuable volunteer activity which provides a service to so many residents.*

**(v) CAPALC**

Councillor M Williamson reported that he had attended an excellent workshop of seminars and exhibitions at Newmarket Race Course that had been organised by CAPALC, detailing, among other things, the availability of Grants and the bodies funding them.

**(vi) Neighbourhood Watch**

No issues were raised.

**(vii) Trees**

Awaiting the report from Acacia Tree Surgeons

**(viii) Waterbeach Cultural Collective**

Councillor J. Williamson reported that an article explaining the Waterbeach Game should be going into the newsletter.

**(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 and it was decided that this item would be removed from future agendas.

**200/12 ACCOUNTS**

**RESOLVED**

(a) that the following accounts be approved

E.ON	DD	Village Green light	24.00
E.ON	DD	Rec. electricity & water	47.00
E.ON	DD	Rec. electricity & water	49.00
E.ON	DD	Rec. electricity & water	149.60
Public Works Loan Board	DD	Loan	2,046.83
Public Works Loan Board	DD	Shed Loan	1,471.81
Ridgeons	102858	Rec Maintenance	54.72
Ridgeons	102858	Service Spares & Repairs	27.64
Ridgeons	102858	Tools	53.01
Ridgeons	102858	Rec Maintenance	20.26
Ridgeons	102858	Village Green Maintenance	36.60
Ridgeons	102858	Rec Maintenance	10.26
Thurlow Nunn Standen	120859	Service Spares & Repairs	173.55

Thurlow Nunn Standen	102859	Service Spares & Repairs	2.72
BT	102860	Telephone & Post	155.22
N Kay	102861	Tillage Hall	17.90
N Kay	102861	Telephone & Post	6.35
Wicksteed Leisure Ltd	102862	Play Equipment	1982.63
Wicksteed Leisure Ltd	102862	Play Equipment	38301.38
ESPO	102863	Rec Maintenance	70.32
ESPO	102863	Tools	11.93
ESPO	102863	Stationery	33.12
ESPO	102863	Rec Maintenance	27.52
ESPO	102863	Stationery	56.70
ESPO	102863	Rec Maintenance	5.98
ESPO	102863	Office Exps	52.80
M Caspersz	102864	Admin (Mileage Claim)	27.00
Activ Security (UK) Ltd	102865	CCTV Tillage Hall	60.00
Activ Security (UK) Ltd	102865	CCTV Tillage Hall/ Rec Main	300.00
Kompan	102866	Play Equipment	151.03
Mackays of Cambridge Ltd	102867	Tools	8.22
Mackays of Cambridge Ltd	102867	Tools	41.86
Mackays of Cambridge Ltd	102867	Office Exps	4.49
Mackays of Cambridge Ltd	102867	Rec Maintenance	9.86
Binder Ltd	102868	Rec Maintenance	578.22
M Carr	102869	Anti Virus (for 3 yrs)	30.00
M Carr	102869	Mileage	4.95
Brian Langley & Son Ltd	102876	Tillage Hall	906.00
Brian Langley & Son Ltd	102876	Rec Maintenance	27.00
Brian Langley & Son Ltd	102876	Office Exps	27.00
Brian Langley & Son Ltd	102876	Rec Maintenance	90.00
Brian Langley & Son Ltd	102876	Office Exps	29.96
Brian Langley & Son Ltd	102876	Rec Maintenance	269.68
Brian Langley & Son Ltd	102876	Office Exps	50.20
Brian Langley & Son Ltd	102876	Rec Maintenance	284.48

(Councillor Smart asked for clarification on one payment. The Clerk replied that she would check and forward the answer to him. He then abstained from voting on the item..)

## **201/12 EXCLUSION OF THE PUBLIC**

### **RESOLVED**

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

At this point Councillor Cornwell left the meeting

## **202/12 CONFIDENTIAL PAYMENTS**

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

**203/12 HONARARIUM TO FORMER ACTING CLERK**

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

**204/12 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 9.25 pm.

(NB The date of the next meeting is 8<sup>th</sup> January)

Chairman

UNAPPROVED

UNAPPROVED