

## **WATERBEACH PARISH COUNCIL**

Minutes of the meeting of **Waterbeach Parish Council** held on 2<sup>nd</sup> April 2013 at 7.30 p.m. at the Old Pavilion, Recreation Ground, Cambridge Road, Waterbeach.

### **PRESENT**

Councillor N Kay, Chair

Councillors B. Bullivant, J. Cornwell, K. Grant, M. Howlett ,B. Johnson, P. Johnson, D. Smart, J. Williamson, M. Williamson and A. Wright

### **APOLOGIES**

Apologies for absence had been received on behalf of Councillors B. Bull, A. Lloyd J. Rabbett and C. Smith

### **OPEN FORUM**

The Chairman welcomed those members of the public who were in attendance. Having ascertained that those who wished to speak wanted to comment on a planning application (Minute **275/12** (i)) the Chairman invited them to make their comments. Although in favour of improvements and expressing the desire to be good neighbours, the problems of flooding, a poor drainage system, poor access, loss of privacy, limited and insufficient parking and a general lack of consideration to other residents were the main issues giving rise to serious concerns. The hope was that the Parish Council would recommend refusal. The Chairman thanked them for their comments and emphasised that the Parish Council are consulted on planning matters but that the decisions are taken by South Cambridgeshire District Council so it is important that residents should also express their concerns and objections to them.

### **COUNCIL**

#### **273/12 MINUTES**

The Minutes of the meeting of the Council held on the 5<sup>th</sup> March, 2013 were approved as a correct record and signed by the Chairman.

#### **274/12 MEMBERS' INTERESTS**

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

Councillor Smart declared an interest in item **289/12 (Employment Tribunal)** in view of his relationship with the person who is the subject of the case.

## 275/12 PLANNING APPLICATIONS

### (a) Applications

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

### RESOLVED

that the following recommendation be submitted to South Cambridgeshire District Council;

- (i) S/0382/13/FL 31, Burgess Road, Waterbeach, Erection of Dwelling & Car Port following Demolition of Existing Barn

That having heard the concerns and objections raised,

The Parish Council recommends refusal on the grounds of:

- (i) overdevelopment
- (ii) insufficient drainage capacity (at the time of the meeting there was standing surface water on the site)
- (iii) poor access

- (ii) S/0543/13/FL 7, Cheason Walk, Waterbeach, Proposed two storey rear extension and new chimney

Due to the submission of a significant planning amendment this item was deferred until the next Planning Committee Meeting

- (iii) S/0423/13/FL Land to rear and side of 54, Way Lane, Waterbeach, Erection of two bedroomed bungalow including vehicle access

That the Parish Council recommends approval with the following conditions:

- (i) the dwelling is restricted to a single-storey bungalow with no leave to amend to a chalet-style bungalow
- (ii) all materials to be kept on site during the works

### (b) Amendment

- (i) S/0543/13/FL 7, Cheason Walk, Waterbeach, Proposed two storey rear extension and new chimney

Due to the submission of a significant planning amendment this item was deferred to the next Planning Committee Meeting

**(c) Trees**

The permission to remove two poor specimen coniferous trees from the rear garden of 25, High Street, Waterbeach was noted

**276/12 PLANNING ENFORCEMENT**

Councillor P. Johnson, as a District Councillor, provided a list of enforcement updates from South Cambs.

Councillor Grant requested that any outstanding planning enforcements be placed on the agenda for Planning Committee Meetings and that non-compliance with enforcements be monitored.

**277/12 SOUTH CAMBRIDGESHIRE LOCAL PLAN ADDITIONAL SINGLE ISSUE CONSULTATION – FOOTBALL STADIUM AT SAWSTON**

Having noted an additional consultation on a proposal for a football stadium at Sawston, the public consultation to take place over a six-week period from Monday 25<sup>th</sup> March to 5pm Monday 6<sup>th</sup> May 2013, it was

**RESOLVED**

That the Parish Council make no formal comment

**278/12 TILLAGE HALL**

The Clerk reported that she was waiting for a quote from a surveyor in respect of providing a plan in a form acceptable to Land Registry in order for work on the lease for Tillage Hall to progress.

Councillor M. Williamson reported that the Tillage Hall was to be used as a polling station for the elections in May

**279/12 MEETINGS SCHEDULE 2013-2014**

Reports had been circulated earlier in the year and again prior to the meeting and in the ensuing discussion the following points were raised:

- (i) that the Parish Council Meeting should remain unchanged and continue to be held in the evening of the first Tuesday of the month
- (ii) that as Planning Applications are of public interest the Planning Committee Meetings should continue to be held in the evenings to allow easy public participation
- (iii) that matters relating to highways could be incorporated back into the main Council meetings. It was pointed out that at Parish Council Meetings it would not be possible to involve County and District Councillors in full discussions as could happen with the present Highways Advisory Committee; although as the co-opted members attending the Advisory Committee had not been elected by the parishioners they were not eligible to vote and could only gather information and report back to the Parish Council. It was suggested that it would be possible to set up an interest group/working party to consider highways matters as and when the need arose or that planning applications with particular highways implications could be flagged up as agenda items for an ad hoc meeting.
- (iv) that the Recreation Users Advisory Group continue to be held in the evenings to allow the participation of representatives of the various sports groups involved.
- (v) that the Finance Committee Meetings could be held during the day

After further discussion of the issues raised, it was

**RESOLVED**

- That:
- (i) Parish Council Meetings be held in the evening of the first Tuesday in the month
  - (ii) Planning Committee Meetings be held on Tuesday in the evening
  - (iii) Recreation Users Advisory Group Meetings be held in the evening
  - (iv) Finance Committee Meetings be held during the day
  - (v) Highways Meetings be held on an ad hoc basis
  - (vi) Employment, Disciplinary and Appeals Panel Meetings be held as and when necessary.

The Clerk reported that the Expression of Interest Form to the AmeyCespa Community Fund had been successfully submitted and the application for grant funding would be considered at their April meeting. Councillor Cornwell clarified minute **262/12** (ii), reminding Members that 10% of the cost of the equipment would have to come from Parish Council funding rather than any overspend of up to 10%.

## **281/12 CAMLOCKS DEVELOPMENT**

The investigation into the request by the Camlocks Management Working Group into the possibility of the Parish Council taking over responsibility for the maintenance of the open spaces, play area and balancing pond is still ongoing. The situation is complex and the implications for the Parish Council, both in terms of finance and manpower, are far reaching.

It has been established that the Management Company has no reserves but is financed through charging a fee to the residents (with the exception of those who purchased the first 18 properties, which occurred before the management company was formed.) This has inevitably resulted in some bad feeling.

Councillor Cornwell remarked that the formation of management companies was not a rare occurrence, indeed one existed in Long Stanton.

The Clerk reported that she had initiated a dialogue with Morris Homes on the possibility of them making a goodwill payment to the Parish Council in return for the Parish Council taking responsibility for the maintenance of the area. This is still in the very early stages.

Councillors discussed the possibility of the residents being allowed to buy back their covenants.

## **282/12 FINANCIAL REGULATIONS**

The following report had been circulated to members.

### ***Amendment to Financial Regulations*** *(Report by Clerk)*

*It was resolved by Council (Minute 170/12), that a petty cash facility of £50.00 be set up. In order to comply with the Financial Regulations there needs to be an amendment to paragraph 6.5, which at present reads:*

- 6.5     *The Council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk or RFO (for example for postage or minor stationary items) shall be refunded on a regular basis, at least quarterly.*

*It is suggested that the following wording be adopted:*

- 6.5 *The Council will maintain a cash float of up to £50.00 for use by the Clerk and Assistant Clerk for the purchase of small office consumables and postage of bulky items, to avoid the need for reimbursements to staff. A petty cash book and accounting system will be maintained for audit. All cash received by the Council must be banked intact.*

Councillor Grant queried why the amendment specified only the Clerk and Assistant Clerk and not the other members of staff. The Clerk replied that at present there was no need for other staff members to be included.

It was

## **RESOLVED**

That the amendment be approved.

## **283/12 RISK ASSESSMENTS**

The Clerk reported that the senior Groundsman had completed the review of risk assessments on the use of machinery, chemicals and all aspects of the work in which the ground staff were involved and had produced up to date documents that were now kept on file. Work was commencing on the outstanding risk assessments.

Councillors noted the review.

## **284/12 HEALTH AND SAFETY**

Members raised the following issues:

- (i) Councillor Grant reported that the WILL volunteers had serious concerns regarding the location of the skip at the school, including impeded sight lines and the presence of rats. The volunteers had asked if the Parish Council could look into the matter on their behalf.
- (ii) A query regarding the use of counterbalances for the tractors was raised, to which the Clerk replied that a list of weights required had been submitted to her and they would be ordered shortly.
- (iii) Some “overage children” had been seen using the Play Park and it was suggested that a notice recommending age limits be placed at the Play Park.

## **285/12 REPORTS**

The Chairman considered/noted reports from the following:

- (i) **County Councillor**

**County Councillor's Report to Landbeach, Milton and Waterbeach Parish Councils**  
**April 2013**

Many of you will be aware that this is my last report as County Councillor for the Waterbeach Division. I have decided that, after eight years in the role, and approaching my three score years and ten, it was time to hand over so I shall not be standing at the elections on May 2<sup>nd</sup>.

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

The work has been ordered but I do not have any date for installation.

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

This has been included in the minor highways improvements. However, as yet I haven't had any indication as to progress.

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

Preliminary designs are to be discussed with Milton Parish Council (and, hopefully, Landbeach) on April 8<sup>th</sup>.

**Waterbeach Barracks**

I have now managed to achieve contact with DIO and am receiving reports on the status of the handover of the housing. This appears to have been delayed but the first tranche should be handed over to Annington Homes on April 19<sup>th</sup>.

You will all be aware that the barracks has now finally closed and we await news of the future. I am somewhat concerned that there seem to be quite a number of voices pushing for substantial development there, including Cambridge Past, Present and Future. I was also very concerned about an entry in the blog of the leader of Cambridgeshire County Council (March 13, 2013) where he referred to the improvements to the A14 being essential for the development of Waterbeach. If we really don't want to see a town the size of Ely being developed on the airfield, with consequent unsustainable strain on the already inadequate local infrastructure, we must be alert to all the voices which imply this to be a fait accompli.

**A14 improvements**

There have been some unclear messages coming out of the County Council on this topic. I don't want to bring in Politics when it is not appropriate, but I do want to make it clear that on our side of the Council Chamber, we very much support the upgrading of the A14, particularly the improvements to the Girton interchange and the Huntingdon bypass. However, we have real reservations about the scheme currently proposed which seems to be over-engineered for what is really necessary. We are also very much against local Council Tax payers being asked to contribute to the solution of what is a national, if not international, problem.

Michael Williamson, County Councillor

April 2<sup>nd</sup>, 2013

Councillor Williamson also wanted to record his farewell and thanks to Dave Hornby for his invaluable help, both to the Parish Council and the wider community.

**(ii) District Councillor**

**District Councillors Report for April**

**Lock Farm**

Mr Toone has submitted a progress report and the top end of the site, (view from the north) has been cleared and the designated hedging has been planted, he has taken delivery of a shipping container which will allow him to remove the last items from the house and then demolition can begin. A date has been set for the final replacement of the sewage treatment plant so will no longer be reliant on the old houses's sewage system. Work is expected to begin Friday 5<sup>th</sup> /Monday 8<sup>th</sup> April depending on weather, Charles Swain in the enforcement team is happy with this arrangement but progress will be monitored.

### Street Lighting

*Not my remit but has I had so many phone calls and letters complaining I did an evening light survey and as a result contacted the County Council who agreed to an evening meeting so they could understand the issues. Michael Williamson also attended this meeting and we were able to show the dark areas and I presented the officer with a list of street lights not working. He agreed to take this list and arrange to get these lights working asap, he also agreed that a light should be at the entrance to the footpath that runs from Rosemary Road to Burgess Road as the old one has been removed with no replacement and this is a very dark area, the problem with that is that he said we have to lose a light from another area as the agreed figure of street light reduction has to be adhered to. He did agree to have another evening meeting to see if by the non-working lights being switched on the situation had improved. There was a light in Jubilee Close that helped to illuminate the footpath from Denny End Road to Jubilee Road and also helped to light up the car park at the rear of 7 -10 Jubilee Close but this has been removed and he didn't think we could get that back. He did say one could be installed in this area if the Parish Council funded it but I don't have the actual cost of that yet.*

As a result of the comments regarding the replacement street lights the Clerk was asked if she could obtain a supply of the original questionnaire cards that had been delivered to residents for their comments.

### Barracks Housing

*On the 28<sup>th</sup> March 105 houses in the Barracks area should have been handed over to Annington Homes for the start of the refurbishment programme, unfortunately this did not happen because some of the houses are still occupied by service personnel. It is anticipated that these houses will be handed over on the 19<sup>th</sup> April but the number of houses being handed over has been reduced to 87 houses instead of 105.*

### PV Panels

*South Cambs have been consulting with tenants about having pv panels installed and I am pleased that a lot of people are taking up this offer and as a result will see a reduction in their electric bills. There will be a second survey so that tenants whose roofs were not on an ideal orientation will get checks done to see if the possible reduction in sunlight still would generate enough electric to make it feasible to fit the panels.*

### Bottisham Lock river bank

*I have been asked again about the ownership of the stretch of river bank that has always been referred to as the "Free Stretch", would it be possible to have a land search completed to confirm ownership, if no owner is found can we then register ownership so we can sort out the problem in this area.*

Councillor Johnson to liaise with the Clerk on this matter.

### **(iii) Chairman**

The Chairman started her report by thanking Councillor M. Williamson for being an excellent County Councillor and for all his hard work.

She went on to report:

- (a) that the Clerk wished to enrol for two training days (a Standards course and a Cemetery course). This was approved by all members
- (b) the Annual Parish Meeting was to be held on 22<sup>nd</sup> May at Waterbeach Primary School

- (c) she had attended the Minor Highways Improvement Panel, in support of the Council's application for funding. There was very little notice given and some panel members were less than polite. The outcome of the panel's deliberations are expected at the end of April.

**(iv) Library Officer**

Councillor Wright was thanked for sorting out the misunderstandings concerning the venue for World Book Night, which will be held on 23<sup>rd</sup> April.

The Summer Reading Challenge will be entitled "Scary House"

(At this point Councillor Cornwell left the meeting)

**(v) CAPALC**

It was emphasised that the Parish Council are members of CAPALC, an organisation who are properly insured for all their activities, not CPALC, which reports the opinions of its organiser.

**(vi) Neighbourhood Watch**

There is to be a meeting next week at Impington.

Councillor J. Williamson is to meet the Police Commissioner at Histon.

There have been some reports of distraction events, with people knocking at both front and back doors simultaneously.

**(vii) Trees**

Councillor Wright informed the meeting that there were no grants available from the County Council for footpath maintenance.

Councillor Grant was very concerned that as a result of the work in front of the One Stop shop the tree roots were not properly covered and that shrubs and bulbs given by former Parish Councillors had been removed.

The Clerk replied that this was a work in progress and that healthy plants, including Berberis and Ceanothus, had been saved for replanting.

The plan was to create planters to surround the trees and put back the shrubs and to erect cycle racks.

Councillor Grant wanted more details of the work to be done. The Clerk replied that she would bring details back to Council at the next meeting and in the meantime the work would be put on hold.

### (viii) Project Schedule

The Clerk produced a template for the project schedule, which it is hoped will be available at the next meeting.

## 286/12 ACCOUNTS

### RESOLVED

that the following accounts be approved for payment:

Supplier	Invoice No	Cheque No.	Cost Centre	Net Cost	VAT	Total Cost
e-on			Groundsman Store	349.76		
	HE2CB92D5	DD	(+TH)		69.96	419.72
e-on	HE30C32D5	DD	Office	364.88	51.52	416.40
e-on	HE30C6061	DD	New Pavilion	367.83	61.43	429.26
e-on	HE30C2C2C	DD	Village Green	137.52	3.61	141.13
ScoMac	SOR006530	102948	Building Refurbishment	1,330.00	266.00	1,596.00
amey cespa	PSI0108870	102949	Cemetery Maintenance	5.00	1.00	6.00
BT	No Inv			63.00		75.60
	Number	102950	Telephone & Internet		12.60	
ESPO	783190	102951	Stationery	20.85	4.17	25.02
ESPO	788020	102951	Building Refurbishment	112.00	22.40	134.40
ESPO	805480	102951	Stationery	1.70	0.34	2.04
Stuart & Co	No Inv		Insurance	2,203.99		2,203.99
	Number	102952				
Jaggard Builders Ltd	861	102953	Building Refurbishment	14,161.25	2832.25	16,993.50
World of Computers	196591	102954	Office Equipment	108.00	21.60	129.60
Alan Lamb	12/110/4	102955	Building Refurbishment	500.00	100.00	600.00
Waterbeach Day	No Inv		Grants	1,500.00		1,500.00
Centre for the Elderly	Number	102956				
WAY Project	No Inv		Grants	2,500.00		2,500.00
	Number	102957				
WILL	No Inv		Grants	1,200.00		1,200.00
	Number	102958				
Waterbeach Military	No Inv		Grants	600.00		600.00
Heritage Museum	Number	102959				
Universal Fencing Ltd	UF4022	102960	Footpaths	728.00	145.60	873.60
Sherriff Amenity	81140078	102961	Bowls	304.97	61.00	365.97
Sherriff Amenity	81140078	102961	Cricket	49.90	9.98	59.88
Ridgeons	024/65249007	102970	Workshop	13.23	2.66	15.89
Ridgeons	65087737	102970	Street Furniture	1.26	0.26	1.52
Ridgeons	024/65233292	102970	Workshop	36.13	7.24	43.37
Ridgeons	020/65233644	102970	Workshop	1.39	0.28	1.67
Ridgeons	024/65186640	102970	Football	31.20	6.24	37.44

Ridgeons	024/50241474	102970	Workshop	-2.49	-0.50	-2.99
Greenham	14/539215	102963	Health & Safety	19.64	3.93	23.57
Greenham	17/025400	102963	Health & Safety	37.60	7.52	5.12
SCDC	3030107460	102964	Rates	0.00		0.00
SCDC	3030115852	102964	Rates	727.65		727.65
Robert Pinion	No Inv					
	Number	102965	Workshop	5.29		5.29
Robert Pinion	No Inv					
	Number	102965	Workshop	17.60		17.60
Robert Pinion	No Inv					
	Number	102965	Workshop	12.95		12.95
Robert Pinion			Service Spares &			
	13328	102965	Repairs	12.56	2.51	15.07
Robert Pinion	No Inv		New Pavilion			
	Number	102965	Maintenance	18.99		18.99
Robert Pinion			Service Spares &			
	26264	102965	Repairs	10.64		10.64
Robert Pinion	No Inv					
	Number	102965	Staff Expenses	50.40		50.40
Melanie Carr	No Inv					
	Number	102966	Staff Expenses	11.70		11.70
Sherriff Amenity	81140567	102967	Tennis Courts	52.84	10.57	63.41
Sherriff Amenity	81140567	102967	Chattering Playground	52.84	10.57	63.41
Sherriff Amenity	81140567	102967	Football	548.35	11.67	70.02
Sherriff Amenity	81140567	102967	Delivery	12.75	2.55	15.30
CAPALC	No Inv					
	Number	102968	Subscription	726.41		726.41
C Rabbett	No Inv					
	Number	102971	Fuel	124.13	24.83	148.96
C Rabbett	No Inv					
	Number	102971	Postage	13.80		13.80
Waterbeach PCC	No Inv					
	Number	102978	Newsletter	100.00		100.00

(There was one abstention from the resolution. There was one vote against the resolution on the grounds that the listing doesn't say what is being purchased)

At this point Councillors Grant and Smart left the meeting.

## **287/12 EXCLUSION OF THE PUBLIC**

### **RESOLVED**

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

## **288/12 SALARIES**

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

## **289/12 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 10.10 p.m.

Chairman

UNAPPROVED