

WATERBEACH PARISH COUNCIL

Minutes of the meeting of **Waterbeach Parish Council** held on 4th June, 2013 at 7.30 p.m. at the Old Pavilion, Cambridge Road, Waterbeach.

PRESENT

Councillor N. Kay in the chair

Councillors B. Bull, W. Bullivant, J. Cornwell, M. Howlett, B. Johnson, P. Johnson, A. Lloyd, D. Smart, J. Williamson (from 9.00 pm), M. Williamson and A. Wright

APOLOGIES

Apologies for absence were submitted on behalf of Councillor K. Grant, J. Rabbett, C. Smith and J. Williamson (until 9.00 pm); also from District Councillor J. Hockney

OPEN FORUM

The Chairman ascertained that only one of the six members of the public present wished to speak and as this was regarding a planning application she invited him to make his comments when the item (Minute **23/13**) was discussed.

The Clerk then indicated that she would like to make a statement regarding the Annual Parish Meeting. At the end of the meeting she was approached by Alice Grant, who thrust papers in front of her and demanded that she supply answers to the questions and proceeded to tell her to whom the answers should be sent. All of this was done in a verbally and physically aggressive manner. The Clerk pointed out that although her job could loosely be considered to come under the title of "public servant" it did not mean that it was acceptable to be treated in an aggressive and rude manner and she stated that such behaviour would not be tolerated.

COUNCIL

21/13 MINUTES

The Minutes of the meeting of the Council held on the 7th May, 2013 were approved as a correct record and signed by the Chairman.

(Councillor A. Wright abstained as he wasn't present at the previous meeting. Councillor D. Smart abstained because he did not regard the minutes as an accurate record and Councillor J. Cornwell voted against because she did not regard Minutes **14/13** (New Holland Tractor), **15/13** (viii) and **16/13** as an accurate record.)

(Councillor Lloyd raised an omission from Minute **15/13** (iii) and suggested that as it related to a staffing issue it be dealt with after the exclusion of the public; agreed by Members)

22/13 MEMBERS' INTERESTS

Councillor P. Johnson declared an interest as a District Councillor in matters relating to South Cambridgeshire District Council Planning Applications and to item **30/13** as a member of the Waterbeach Forward Group

Councillor B. Bullivant declared an interest in item **23/13**, as a relative of the architect for the planning application.

Councillor J. Cornwell declared an interest in item **23/13**, as a relative of a neighbour to the planning application

Councillors M. Williamson and B. Bull declared an interest in item **30/13**, as members of the Waterbeach Forward Group

Councillor Smart declared an interest in item **36/13 (Employment Tribunal)** in view of his relationship with the person who is the subject of the case.

23/13 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/0922/13/FL Erection of 2 no. detached two-storey dwellings following demolition of existing dwelling, 84, Way Lane

That having listened to the applicant, Mr Cambridge,

The District Council be recommended to approve the application with the following comments:

- all materials to be kept on site during the works
- all contractors vehicles to be kept on site where possible

24/13 ANNUAL ACCOUNTS

The accounts were presented by Councillor M. Williamson, as Chairman of the Finance Committee and he highlighted some minor changes to those presented to the Parish Meeting:

- CCTV costs had been split between Recreation Ground Maintenance and the Tillage Hall, but had now been reallocated to their own cost centre, CCTV installation

- A project management cost (£500) had been moved to Accruals

He went on to point out that, historically, records had not always been kept well, but that now the records were up to date and accurate.

He then re-confirmed that South Cambs District Council had made a mistake when issuing the Precept bills to Waterbeach residents. By omitting the military housing stock from the Council Tax base the bills were too high. This mistake has been rectified after strenuous representation on behalf of the Parish Council and payments would be adjusted. There was a link from the Parish Council website to the press release issued by the District Council.

Thanks were expressed to Councillor Williamson and the Clerk for their work on the accounts and the Annual Return, noting the greater openness and accountability that now existed.

A comment was made suggesting that the notes regarding the use of Section 106 money were, although accurate, not the complete picture and that a breakdown of S106 money would be helpful.

The Clerk then explained the Annual Return for the year finishing 31st March 2013, copies of which were handed to Councillors.

It was then

RESOLVED

That

- (a) the Accounting Statements (final year end accounts and Annual Audit) be approved
- (b) the Governance Statement be approved

25/13 ANNUAL PARISH MEETING

The Chairman told the meeting that she was appalled by inferences from the floor at the Annual Parish Meeting that the Parish Council were behaving in a fraudulent and closed manner. She pointed out all residents could come along to meetings and could also make appointments to see the Clerk with any queries. She emphasised that all Councillors are volunteers, giving freely of their time and talents and for them to be harangued at the Parish Meeting was unforgiveable. The subsequent allegation by Mr Alan Shipp, accusing the Council of condoning perjury, was totally unfounded and if repeated would result in legal action.

The Chairman recognised that there would always be debate and competition for funds for various projects and undertakings but the composition of the Parish Council, representing as it does a good cross-section of the population of Waterbeach, always strives to give a balanced view.

Members pointed out that not only do they not receive (nor, indeed, expect) expenses but that being a Parish Councillor can leave them out of pocket.

26/13 CODE OF CONDUCT

The Clerk had circulated an updated version of the Parish Council Code of Conduct, received from South Cambridgeshire District Council. One of the main changes, detailed in APPENDIX 2, calls upon holders of public office not only to exhibit the Seven Principles of Public Life in their own behaviour, but also to challenge poor behaviour wherever it occurs. After discussion, where members

pointed out that professionals are used to being monitored by their peer groups and maintain standards by looking at themselves and each other, so regulating their behaviour,
It was

RESOLVED

That the updated version of the Parish Council Code of Conduct be adopted by Waterbeach Parish Council.

27/13 OLD PAVILION REFURBISHMENT

The Clerk read out a response from the Project Manager to a question regarding disabled access to the Old Pavilion (see below).

Jane

We spoke about disabled access at the pavilion. Accessibility is dealt with under Part M of the Building Regulations and this implements the requirements of the Disability Discrimination Act 1995 and its successor, The Equality Act 2010

In addition to imposing obligations on employers, the Act placed duties on service providers and required "reasonable adjustments" to be made when providing access to goods, facilities, services and premises. The duties on service providers have been introduced in three stages:

- * Since 2 December 1994 – It has been unlawful for service providers to treat disabled people less favourably for a reason related to their disability;*
- * Since 1 October 2002 – Service providers have had to make 'reasonable adjustments' for disabled people, such as providing extra help or making changes to the way they provide their services.*
- * Since 1 October 2004 – Service providers may have to make other 'reasonable adjustments' in relation to the physical features of their premises to overcome physical barriers to access.*

Note the words "reasonable adjustments". In general, the factors to consider would include:

- * whether the proposed adjustment would meet the needs of the disabled person;*
- * whether the adjustment is affordable;*
- * whether the adjustment would have a serious effect on other people.*

Note the word "affordable". In the case of a new build, like Tillage Hall, there is no excuse not to make full allowance within the design. In the case of a refurbishment, there may be restrictions, such as the building being Listed, that preclude the ability to make all necessary adjustments. In your case, it would have been possible to make a fully compliant, accessible building but, in my view, this would have necessitated demolishing the extension containing the toilets as this is where there is a slight restriction on access. Clearly this would have involved considerable additional expenditure which I believe would have made the project unviable.

It is also worth noting that the Act makes provision for providing a service in an alternative manner if physical adaptations are not viable. In this case, it could mean you meeting with a disabled parishioner in Tillage Hall if for any reason they could not gain access to the Pavilion Offices or if they need to use toilet facilities. It is also worth noting that the refurbished public toilet, although not fully fitted out to Part M requirements, has sufficient space for wheelchair access. I believe therefore that you have made reasonable provision for disabled visitors. This statement is supported by the fact that the building has been signed off by an approved inspector under the relevant Building Regulations

In summary, I believe that you have complied with the letter of the law and that you have also met your moral obligations in this respect

Regards

Alan

Having received a comprehensive reply from the Project Manager, Alan Lamb Associates, the Chairman hoped that the matter was now resolved and the Council could move on.

Councillor J. Cornwell asked if the entrance to the external public toilet could be fitted with a ramp to make it fully disability accessible.

It was

RESOLVED

That investigations into installing a ramp be undertaken.

28/13 TILLAGE HALL

Councillor M. Williamson reported that the rainwater harvesting system at Tillage Hall was not functioning correctly and on investigation it became apparent that a solenoid had been installed incorrectly, preventing the toilet cisterns from filling. He reported that more details could be given by Councillor J. Williamson when she arrived, but that it would appear that the system was not fit for purpose. Councillor Cornwell suggested that the original installers should be called back. It was suggested that Councillors J. Williamson and J. Cornwell discuss the matter further.

The Clerk reported that no meeting had as yet been held between the Tillage Hall Management Company and Councillor Bull and herself.

29/13 RISK ASSESSMENTS

The Clerk expressed her thanks to the Senior Groundsman, Robert Pinion, for all his hard work in preparing the machinery risk assessments. These having been circulated to members, it was

RESOLVED

That the risk assessments prepared for the Parish Council be adopted.

30/13 BARRACKS HOUSING – DRAFT LOCAL PLAN

Councillor Bull put a request from the Waterbeach Forward group to the meeting, asking if the Parish Council would consider endorsing an opposition plan to the development of a new town on the Barracks site being proposed by the Waterbeach Forward group.

In the ensuing discussion, the following points were raised:

- The majority of residents attending the Annual Parish Meeting were opposed to the proposed development
- The Parish Council, during last year's Local Plan consultation, had already made clear their opposition to the plan to develop a new town on the Barrack's site
- The District Council reported a very low response to the issue from local residents

- The draft Local Plan exhibition, which is due to be held on 25th July at Waterbeach Primary school, gives local residents a chance to view the plans and should be advertised as widely as possible to encourage as many people as possible to attend
- Individual letters of objection are more effective than a petition, which counts as only one response
- If the site isn't used for housing, ideas for other uses need to be presented; hangars could be preserved and converted into centres for community activity, i.e. theatres, cinemas or sports centres. The site could be used for a solar farm, which wouldn't increase traffic, or could it be returned to agricultural use?
- The Defence Infrastructure Organisation, whose responsibility it is to sell the site, are duty bound to realise the maximum return for the MoD assets
- Specific, reasoned objections need to be presented, NIMBY ism will not carry any weight with the planning authority
- A template letter of objection could be included in the next newsletter
- Maintaining a link with the RAF is also important to the village

No formal resolution was made at this time.

31/13 HEALTH AND SAFETY

Members raised the following points:

Councillor Bullivant noted that the potholes near One Stop shop had been filled but that Winfold Road still had potholes. He was also concerned about the amount of dog waste in Primrose Lane. This situation was highlighted after South Cambs District Council trimmed the hedge. The Chairman replied that although the area isn't the responsibility of the Parish Council, the ground staff did clear the mess. The need for a dog bin at the High Street end of the lane was agreed.

Councillor M. Williamson observed that the removal of barriers at the access from Denson Close into Vicarage Close had created a situation where an accident was a real possibility. Councillor P. Johnson replied that the bar had been removed to facilitate wheelchair access, but that he would consult with the District Council to see if an alternative type of bar was available and could be installed

Councillor P. Johnson reported a dead branch on a tree on The Green

Councillor Smart observed that the half pipe in the skate park was still damaged

Councillor Bull was concerned that youngsters on bikes were riding at speed off the Recreation Ground, across the car park of the Social Club and out onto the road. Councillor Wright pointed out that putting bars across the entrance to the Recreation Ground would not stop them accelerating across the car park but might impede disability scooter and prams

(At this point Councillor J. Williamson entered the meeting and it was agreed that she and Councillor Cornwell should discuss the problem with the rainwater harvesting system at the Tillage Hall and make recommendations)

32/13 REPORTS

The Council considered/noted reports from the following:

(i)

**County Councillor's report to Waterbeach Parish Council,
Tuesday 4th June 2013**

New Council – The county council has held its first meeting since last month's elections. Probably the most significant decision was for the council to return to running its affairs by committees rather than a cabinet. You will recall that the cabinet system was imposed on most of the larger local authorities by the government just over a decade ago. The Localism Act 2011 gave authorities the opportunity to go back to the committee system. For Cambridgeshire this will take effect from May next year. The council elected its leader who is Martin Curtis a Conservative councillor from Whittlesey. I have been elected as leader of the Liberal Democrat group on the council.

Waterbeach Development – Following the presentation by Keith Miles at your Annual Parish Meeting you probably know as much as I do about the latest proposals. You will also be aware that I am very much opposed to the concept of a new town at Waterbeach and I am engaged in a series of meetings with local government officers and councillors to explore ways to remove a new town at Waterbeach from the proposals.

196 Bus – I have asked for, and been given, an assurance that the 196 bus will continue to run on the current timetable until alternative arrangements for the service are put in place.

Cambridge Science Park Station – You asked me at your last meeting to invite Chris Poultney to speak at your Annual Parish Meeting. I am glad to report that he was able to attend and speak, although I do not feel that we were able to do justice to his presentation in the short time that was available to him in the end.

Cycle Racks at One Stop – You also asked me to investigate what funding might be available from the county council for cycle racks. I obtained the information and passed it on to the clerk.

Pot Holes – I asked for a meeting with the Highways Supervisor at Whittlesford about the condition of roads in the village. I raised with him, among many other things, the two pot holes you mentioned at your last meeting. I understand that the one near One Stop has been filled, and he agreed to investigate the one on Station Road by the entrance to the recreation ground and Tillage Hall.

Cycle Racks at Waterbeach Station – These should be installed towards the end of June

The County Councillor reported that the order to fix the potholes at Winfold Road had now been issued

He then raised the matter of dog fouling on the Recreation Ground, which had been brought to his attention by a concerned resident. Once again the Parish Council stated their willingness to pass on details of perpetrators to the Police, if only members of the public would let them know. Bags and bins are provided and the ground staff spend a lot of time clearing up mess but unless someone can be caught in the act and made an example of, the situation seems unlikely to improve.

The issue of parking during the weekend of the Waterbeach Colts football and beer festival had also been brought to his attention. The situation was chaotic and although the Parish Council, when giving permission for the event to be held on the Recreation Ground, had stipulated that parking must be controlled and monitored it would appear that this didn't happen or was inadequate. The situation must be resolved for next year.

A complaint about the pollen from the Poplar trees by the back of the school had been brought to his attention. These were cut back about three or four years ago. A suggestion was made that they should be interplanted with other trees and, once the new trees were of a suitable size, the Poplar trees be removed.

(ii)

District Councillors Report for June

Street Lighting

The street light at the Rosemary Road/Burgess Road footpath will be replaced subject to removal of a light in another area, Daniel Sage at Count Council has identified one in Pembroke Avenue as L3JBC that could be removed, if people could look at this one and let me know if they are in agreement then this can be put in motion.

Barracks Housing

The 87 houses handed over to Anington Homes are now being refurbished and hopefully late summer they will be available for occupation, I have asked South Cambs about the possibility of some being bought to use as council houses and this is under investigation.

Planning

I attended the last planning workshop where I did say we do not want a huge development in Waterbeach, we should be looking to get the existing ex barracks houses occupied first. I have also said the land either side of Cody Road is unsuitable for housing because of its history of flooding.

Station Car Park

Network Rail are being difficult to get hold of but Charlie Swain and myself will persist in this as a bigger car park is needed to reduce the volume of cars parked in the village by rail users

It was felt that, although there were some areas of concern including that the advice of the Parish Council regarding positioning of new lamp standards where elderly people live was disregarded, the new street lighting was fairly successful.

- (iii) The Chairman re-stated her intention to issue a Parish newsletter. However, as the Beach News has already been sent out it would need a different delivery system. The Councillors volunteered to undertake delivery. It is anticipated that the newsletter would contain her report from the Annual Parish Meeting, a report on finances, the draft Local Plan exhibition, the problem of dog fouling and a template letter for objections to the draft Local Plan. The Chairman also put forward the idea of having pictures of Councillors and staff that could be displayed. It was suggested that these could be loaded onto the website and displayed on a noticeboard outside the office.

It was
RESOLVED

That photographs of Councillors and staff be displayed on a noticeboard and on the website

(Councillors Howlett and Smart voted against the resolution)

The Chairman then informed the meeting that there was a training course offered by CAPALC on “Chairmanship Training” that she and Councillor Bull, as the new Chairman of the Planning Committee, would like to attend. The cost would be £70 per person. Councillor Cornwell was asked if she would like to attend. She was unable to confirm until checking her commitments.

The Chairman then raised the matter of the diseased tree in Bannold Road and the Clerk was tasked with contacting the Highways Department at the County Council.

- (iv) There was no report from the Library Officer.
- (v) There was no report from CAPALC

- (vi) There was no report from Neighbourhood Watch
- (vii) There was no tree report
- (viii) There was no report on the Project Schedule

(Councillor Cornwell left the meeting)

33/13 ACCOUNTS

RESOLVED

That the following accounts be approved for payment:

Accounts attached separately

(Councillor Smart abstained from the vote on the resolution to approve the accounts for payment)

34/13 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 Smart left the meeting)

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35/13 SALARIES ETC.

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

36/13 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 10.30 pm

Chairman

UNAPPROVED