

WATERBEACH PARISH COUNCIL

Minutes of the meeting of **Waterbeach Parish Council** held on 2nd July, 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, K Grant, M. Howlett, B. Johnson, P. Johnson, A. Lloyd, D. J Smart, J. Rabbett, J. Williamson, M. Williamson and A. Wright

Minute taker C. Howlett

APOLOGIES

Apologies for absence were submitted on behalf of Councillor C. Smith and also from Maurice Leeke, County Councillor for Waterbeach Division

OPEN FORUM

The Chairman ascertained that only two of the nine members of the public present wished to speak. Christine Taylor at (Minute **42/13**) the skate park; Jane Williams advised that she wanted to speak about the Local Development Framework. Three users of the Skatepark commented at 42/13.

Christine Taylor advised that the issue of the skate park had been discussed at the Parish AGM Meeting held on the 22.5.13. She circulated to Cllrs notes from a Waterbeach Skatepark Project meeting held on the 28th June. She is hoping to put in a bid for a competition run by the Eastern Daily Press for funding from the Big Lottery, but advised there was a very short timescale in which to get the bid submitted; 14th July 13. The maximum amount of funding that can be applied for is £25,000. Clarification is being sought on the funding criteria, as it has been added to the EDP website that the total amount of the project must not exceed £25k; this condition is not detailed in the application documentation. It is anticipated that the total cost of installing a new skatepark will be approximately £50,000 and it is hoped that the council will agree to fund the shortfall if the Big Lottery bid is successful Cllr Kay thanked Christine Taylor for all the hard work she and the working group had done on behalf of the council in initially scoping out the project.

Jane Williams referred to the Parish Council Minutes of the 4th June 13 where during the Open Forum the Parish Clerk indicated that she would like to make a statement regarding the Annual Parish Meeting and the issue she had with the behaviour of Alice Grant. Jane Williams wanted it pointed out that in her opinion this was a biased record and that Alice Grant had not had an opportunity to give her version of events.

Mrs. Williams also raised the issue of the Local Development Framework and the need to raise the issue as a matter of urgency with the parishioners of Waterbeach. It was confirmed that an article was in the Newsletter which is due to be circulated any day. Cllr B Bull also confirmed that South Cambridgeshire District Council was sending A4 posters. Mrs. Williams also wanted to know why Waterbeach was rated zero on the community infrastructure levy.

COUNCIL

37/13 MINUTES

The Minutes of the meeting of the Council held on the 4th June, 2013 were approved as a correct record and signed by the Chairman.

(9) Councillors voted that they were an accurate record (2) did not agree that they were an accurate record Councillor J. Cornwell voted against because she did not regard Minute **27/13** (Old Pavilion Refurbishment) accurate as the issue in relation to disability access may make it difficult to employ someone who is wheelchair dependant in the future. (1) person abstained.

38/13 MEMBERS' INTERESTS

Councillor P. Johnson declared an interest as a District Councillor in matters relating to South Cambridgeshire District Council Planning Applications **39/13**.

Councillor J Rabbett declared an interest in item **51/13**, salaries as a relative of a council employee.

Councillor D. Smart declared an interest in item **52/13** (Employment Tribunal) in view of his relationship with the person who is the subject of the case.

39/13 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/1153/13/FL The Old School House, 9, Green Side, Waterbeach
Change of use of outbuilding to form a holiday home (use Class C3) and/or a detached dwelling (use Class C3) in the alternative, together with fenestration changes

Cllrs discussed the application and agreed that the original condition should be withdrawn. Cllr N Kay recommended approval; this was seconded by Cllr B. Bull (12) Cllrs recommended approval (2) abstained.

40/13 CHITTERING PLAY PARK

Cllr J. Cornwell was not aware of any issues in relation to the playpark at Chittering. It was agreed that this item be deferred until the next meeting. It was requested that the whole report is circulated to Councillors..

41/13 WATERBEACH PLAY PARK

Cllr N. Kay advised that the damage to the play equipment would cost to £1,009.12 to repair. Cllr K. Grant recommended that the council should claim on their insurance. Any additional funding required should be met from reserves. She further proposed that items of equipment damaged should be replaced once, but a different item of equipment that was more vandal proof should be looked at if existing equipment continued to be damaged.

RESOLVED: Equipment to be replaced by Wicksteed Playscapes and claimed on insurance, any additional funds required should be met from reserves. It was agreed that the council will source other companies that can carry out safety inspections, to ensure no conflict of interest on behalf of the companies. Cllr N. Kay agreed to request information from other parish councils on who they use to carry out H&S inspections. She agreed to bring this information back to the next meeting.

42/13 WATERBEACH SKATE PARK

This item had already been discussed at the Open Forum. All Cllrs agreed that the old skate park was not fit for purpose. Cllr K. Grant advised that she felt recommendations A and B from the Clerk's report should be implemented. The school holidays were approaching fast and the young people of Waterbeach should have somewhere to play. In regard to the proposed new skate park a feasibility study on the best place to site the new park should be undertaken.

RESOLVED: Cllr Janet Cornwell confirmed that she would put herself forward to be part of the project working group on behalf of her fellow councillors. The Council were happy for Christine Taylor with the support of Cllr Cornwell to submit a bid to the EDP on behalf of the Council.

RESOLVED: The Parish Clerk will be asked to implement recommendations A + B from her report, with a feasibility study to be undertaken with costing in relation to a new skate park. The Clerk will also be requested to assist Christine Taylor with information required for the EDP/Big Lottery Bid.

43/13 CONFIDENTIAL MINUTES

Cllr N. Kay advised that confidential minutes should not be circulated especially in relation to employment matters. Cllr Kay further proposed that the council should comply with the CAPALC guidelines laid down. She advised that confidential minutes will be circulated to all Cllrs when the matter subject to confidentiality is resolved.

In response to a question regarding confidential items unrelated to Employment matters it was

RESOLVED The Chairman will make further enquiries and report back.

44/13 TILLAGE HALL

The Chairman advised that the Clerk had just received a map from Alan Lamb. It was agreed that the map should have all the areas clearly defined, so that it would be clear who was responsible for each area. The map complies with Land Registry Standards.

RESOLVED: It was agreed that it was Alan Ball's responsibility in conjunction with the Clerk and Cllr. Bull to discuss with Alan Lamb the areas of responsibility which needed to be defined on the map.

Cllr J. Williamson also reported that the rainwater harvesting system at Tillage Hall was still not functioning correctly. It will continue to be monitored and will be brought back to a future meeting if it was still causing problems. Usage of the Tillage Hall is starting to increase; however, there could still to be more day time bookings.

RESOLVED: Cllr J Williamson would contact NIAB to see how their rain water system worked and if any lessons can be learnt.

45/13 FINANCIAL MONITORING

Cllr N. Kay advised that it was not always convenient to sign the cheques at the end of meetings. She requested that Cllrs give permission for cheques to be signed the following day; this would also provide the opportunity for increased scrutiny.

RESOLVED: Councillors agreed to this request.

46/13 OLD PAVILION

Cllr K. Grant advised members that she was still not happy with access for disabled people into the pavilion. The opening of the door into the pavilion is a problem for a wheelchair user as well as the ramp which in her opinion was not compliant with part M of the Building Regulations.

RESOLVED: It was agreed that the ramp and path access would be widened to comply with part M of the Building Regulations. A bell would also be installed at the entrance to summon assistance if required.

47/13 HEALTH AND SAFETY

Members raised the following points:

Councillor J Cornwell asked if the solar light in Chittering had been repaired. It was agreed that the Clerk would be asked to look into this issue.

Councillor B Bullivant asked if there were any plans to put lines around bus stops; not having any was proving hazardous. It was agreed that Maurice Leeke should be asked to look into this issue.

Cllr M Williamson advised that the 30 mile speed limit sign into the village is being obscured by trees and should be reported to the County Councillor.

Councillor N. Kay advised that she had several complaints about the boards on the corner near the Village Stores advertising the café. Cllr P. Johnson advised that he had spoken to Charlie Swain at SCDC following a number of complaints. Mr Swain has given the owner 28 days to remove the signs. The signs were first displayed on Friday June 28th 2013.

48/13 REPORTS

The Council considered/noted reports from the following:

- (i) *County Councillor's report to Waterbeach Parish Council,
Tuesday 2ND July 2013*

The Council was asked if they would consider using probationers to undertake work for the Parish Council. After discussion it was agreed for various reasons this would not be feasible. The Council should ask Maurice Leeke for more information on Youth Employment Schemes.

(ii) **District Councillors Report for July**

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 County Council has identified one in Pembroke Avenue as L3JBC that could be removed.

RESOLVED: Councillors agreed to the recommendations put forward in the report in respect of lighting.

Barrack Housing

Advised that the refurbishment was well underway and properties will be ready for occupation in August.

Planning

Cllr Johnson advised that he had raised concerns at the last three development meetings regarding issues relating to infrastructure and the new proposed development. There will be an exhibition of the local plan in the school hall on Thursday 25th July at 2.30pm to 7.30pm. Cllr Johnson encouraged everyone to attend.

Primrose Lane

It has now been established that Primrose Lane does belong to South Cambs District Council and they would take responsibility for maintenance.

Rosemary Road/Burgess Road Passageway

Cllr Johnson advised that this pathway had now become overgrown and difficult to access. Cllrs P & B Johnson had cleared the pathway as it had become a hazard. However, he requested that the council should find out who is responsible for its maintenance.

RESOLVED: Maurice Leeke should be asked to find out who is responsible for the maintenance of this pathway.

Footpath Number 8

This footpath runs from the back of the new estate onto the High Street. It was requested that the Clerk be asked to find out who is responsible for this path.

(iii) **Chairman's Report**

Cllr N. Kay advised that the garage had been broken into with thefts of equipment in the region of £7,000 being taken. The council would be making a claim on their insurers Royal Sun Alliance.

RESOLVED: The Council agreed that it would look into the cost of having a burglar alarm fitted including monitoring costs.

Cllr. Grant proposed replacement equipment is bought as this was an emergency situation. Cllr. Grant proposed that the Clerk be able to purchase equipment.

Cllr N. Kay advised that the list of stole items from the recent theft from the garage amounted to £6,020.98.

RESOLVED: It was agreed that the council should replace essential stolen items of up to the £6,000 estimate. It was also agreed that cheques could be signed outside of the meeting as long as there are two

signatories. The Clerk would be requested to ask the Police to give advice on the sort of door that should be replaced to minimise further break-ins.

The Chair of the Parish Council Cllr N. Kay advised members that she had received the resignation of the Parish Clerk Dr Jane Horsnell. She further advised that the reason given for her resignation was due to harassment by members of the council; three in particular. Members of the employment panel need to meet as a matter of urgency. The Chairman reported that it had been impossible for the Parish Council to fulfil its duty of care to the clerk because of the constant barrage of requests for information, additional work requests from Cllrs. Cornwell, Grant and Smart. Cllr Kay also said that the behaviour of these three members of the council was not acceptable and was bringing the council into disrepute. Jane Horsnell will be completing an exit report which may be used to obtain legal advice. Temporary staff will need to put in place by the end of July to cover the post until a permanent replacement can be found. The three members who refuse to abide by legal advice have made it impossible for the Clerk to do her job. It should be noted that the ex-clerk, Sarah smart was legally and fairly dismissed. The three councillors who appear to refuse to accept that fact do now need to move on. The Chairman advised that they had been given every opportunity to move on.

It was noted that 2 Councillors expressed how ashamed they were to be associated with this type of behaviour.

(iv) **Library Officer.**

Update on Library Activities:

The volunteers made £40.85 from the sale of books at the Feast.

The County Council no longer require LAP volunteers to go through the "CRB" procedure, (now DBS) but just to sign the Code of Conduct. However, Waterbeach School are currently insisting that at Waterbeach volunteers continue to have valid certificates because of the location of the library. This will be a considerable administrative cost as they need to be renewed every 3 years and with some 20 odd volunteers at any one time we will be incurring costs of over £100 just to keep certificates up to date.

Mrs Crane is asking the school to reconsider as we do comply with the CCC requirements for library volunteers, for example perhaps if each volunteer undergoes the check once this would suffice. Moreover it does not seem appropriate to give the school any information other than the certificate number which is clear evidence that the check has been done. Perhaps the PC could consider covering the cost of such checks if these are purely a result of the location of Waterbeach LAP rather than a requirement for library volunteers in the County.

Books for the Reading Challenge are being purchased and children are already filling in registration forms to participate when the event is launched in mid July. The actual date will depend on when we receive the materials from the County.

RESOLVED: The council would give further consideration for funding of DBS checks for library volunteers at a future meeting.

(v) There was no report from CAPALC

(vi) **Report from Neighbourhood Watch**

Cllr J Williamson advised that there is a meeting on the 9th July at 5pm to discuss the possibility of having a parish visitor if funds can be found.

(vii) **Tree report**

It was advised that the diseased tree in Bannold Road was the responsibility of Cambridgeshire County Council.

(viii) There was no report on the Project Schedule

49/13 ACCOUNTS

Cllr J Cornwell asked if E.O.N was still connected to the Tillage Hall. The Chairman confirmed that it was but that the Solar Panels will be installed in the near future.

RESOLVED: That the following accounts be approved for payment:

Accounts attached separately

(Councillor Cornwell left the meeting at 9.40pm)

50/13 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 and J Rabbett left the meeting)

51/13 SALARIES ETC.

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

52/13 EMPLOYMENT TRIBUNAL

Cllr. Rabbett re-joined the meeting.

Cllr Grant stated that she would leave but that she had received a letter from the monitoring officer, Fiona MacMillan, informing her that she did not have to leave the meeting for the confidential part in spite of her friendship with the ex-clerk. The Chairman requested a copy of the letter.

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 10.15 pm

Chairman