

## **WATERBEACH PARISH COUNCIL**

Minutes of the meeting of Waterbeach Parish Council held on 7<sup>th</sup> January 2014 at 7.30 p.m. at the New Pavilion, Cambridge Road, Waterbeach.

### **OPEN FORUM**

Members of the public were advised that any complaints should be addressed in the first place to the Parish Clerk.

Margaret Coles spoke about a group for older people which is being set up in the village. Notices will be posted on the Notice Board.

She also spoke about [www.livingstreets.com](http://www.livingstreets.com) which is a website for pedestrian and pavement issues, and which she has found very helpful. It was particularly topical for the Village with the current concerns about pavements, and continuing dog fouling and control in the public areas of the village.

Jane Williams spoke about the plans for 90 and 60 new homes respectively under public enquiries. She had concerns about sitting water and stated she had taken photos if anyone was interested. Councillor Bull pointed out that this was being dealt with during the Planning section of this Meeting.

Andrew Evans spoke about the continuing issues from the Annual Parish Meeting of May 2013.

Mrs Strange spoke about the poor state of repair of some items in the playground and asked if the 2 items of play equipment on the Gault would be replaced. It was confirmed that the Parish Council had resolved to replace these items.

Cllr Cornwell and Cllr Johnson confirmed that the time frame for additional grants from Amey Cespa had now passed.

### **COUNCIL**

#### **PRESENT**

Councillor N Kay, Chair

Councillors B Bull, K Grant, M Howlett, J Rabbett, W Bullivant, J Cornwell, B Johnson, P Johnson, D Smart, J Williamson, M Williamson, A Wright and C Smith.

#### **IN ATTENDANCE**

J Wright, Temporary Assistant Parish Clerk

#### **APOLOGIES**

Apologies for absence were submitted on behalf of Councillor Lloyd

## 121/13 MINUTES

The minutes were agreed as a correct record except there was one addition to note. Councillors J and M Williamson left the Meeting when the Farmland Museum was being discussed. (It was agreed to note that Cllr Wright was not a trustee but a volunteer.)

Councillor Grant stated that she disagreed with the way that part of the Minutes was a correct way of writing minutes.

The Minutes of the meeting of the Council held on 3 December 2013 were approved as a correct record subject to the alterations mentioned above and were signed.

10 in favour, 3 abstentions, 1 against

## 122/13 MEMBERS INTERESTS

Councillor P. Johnson declared an interest as a District Councillor in matters relating to South Cambridgeshire District Council (SCDC) planning applications.

## 123/13 PLANNING

With regard to the following applications submitted to South Cambridgeshire District Council.

- (i) S/1542/12/FL      Variation of condition 13 land at Radical Farm, Chittering.  
It was **RESOLVED** that no objection be made to the variation of condition 13 but concerns were raised that this was a second phase and it would generate additional traffic on School Lane. Councillors were concerned about back up traffic at school times
- (ii) S/2423/13/RM      Cambridge Research Park, Landbeach  
It was **RESOLVED** that further information should be requested from South Cambs District Council
- (iii) S/0645/13/FL      Notification of Appeal Manor Oak Homes  
It was noted that an appeal has been lodged by Manor Oak Homes

## 124/13 SKATE PARK

Feedback was received from Councillor Cornwell that only one company had contacted the Parish Council and there was a feeling from the working group that suppliers may not believe that we are serious about providing a new Skate Park even though it has been clearly minuted in previous meetings.

So far the working group confirms that the new installation will be concrete and will be located on the existing Skate Park site.

It was **RESOLVED** at tonight's meeting to request assistance from the Parish Clerk in order to move forward in the creation of a tender document, which will also be posted on the Parish Council website which might attract the attention of smaller companies.

Although Councillor Cornwell suggested including Councillor Smart on the working group, Councillor Smart agreed with the Chair that it would not be appropriate at this time.

### **125/13 OUTDOOR FITNESS EQUIPMENT**

The grant has been approved and the Parish Clerk is to contact Amey Cespa to find out when the money will be available to the Parish Council.

### **126/13 EQUIPMENT**

- (i) Replacement of the current “Billy Goat” machine. The Parish Council thanked Mr Pinion for his report. It was noted that if a replacement was purchased this month by the time of its heavy use in the autumn its warranty would already be half way through.

It was therefore **RESOLVED** unanimously

1. The current machine should not be used as the high vibration rating breaches health and safety regulations.
2. That we consider selling the old Billy Goat machine using Ebay as it may fetch more than the trade-in value being allowed.
3. If the groundsman needs the use of a Billy Goat between now and Autumn 2014 the Clerk will look into hire options.

- (ii) **CCTV** It was noted in a report circulated prior to tonight’s meeting that 2 further cameras would assist security around the groundsman’s shed and the cricket square.

Councillor Bull confirmed that the provider of the CCTV cameras would provide the necessary signage.

Councillor M Williamson in answer to a question from Councillor Cornwell advised that the source of the funding would be discussed at the next finance meeting.

The Chairman confirmed that the quality of the images is of a very high standard and any member of the council wishing to view the images is welcome to do so.

**RESOLVED** that the cameras should be purchased for the sum of £850.00 plus VAT. Councillor Smith proposed, Councillor Rabbet seconded; unanimous.

- (iii) Purchase of new recording equipment for Meetings. The Chairman distributed details of various options available. She stated that the idea of recording Meetings has proved popular with residents. Equipment was needed to pick up all areas of the room.

**RESOLVED** That the Parish Clerk purchase a mid-price system with the fewest number of components bearing in mind that it should not interfere with any future hearing loop. Councillor Grant proposed, Councillor Bull seconded. Unanimous.

### **127/13 FINANCE**

Councillor M Williamson highlighted the way in which the Parish Council handles the issue

of grants, and that there is no real system or procedure in place for this. He had produced a report which was distributed, outlining his ideas for devising this, for which the Chairman thanked him.

Councillor Grant stated that this was fine for outside bodies but that there should be a difference in the way grants are dealt with between national organisations and village organisations.

Councillor M Williamson was asked if he could turn his paper into a policy for further discussion.

**RESOLVED** That Councillor M Williamson produce a policy for further consideration. Unanimous.

### **128/13 NEWSLETTER**

The Chairman had obtained quotes from Target Print, circulated at the meeting. On face value these look slightly more expensive but considering how labour intensive the job is to do in-house it would be more efficient: sending the Newsletter to the same printer as the Community association use for Beach News would cut out the time spent by volunteers as the newsletter would already be inserted into the magazine and it would also provide the opportunity for the Parish Council to include photographs from time to time. Councillor M Williamson stated he thought it was a good idea to get them printed out of house and that he can send a .PDF file for printing when appropriate. Councillor J Williamson expressed concern that we are still able to produce ad hoc “one off” printed documents in house if necessary. Councillor M. Williamson will also arrange for the Newsletter to appear on the Parish Council website and liaise with the Parish Clerk regarding getting a Facebook page established for this as well. (To be put on Agenda for February Parish Council Meeting.)

**RESOLVED** To go with cheaper of two options from Target Print. Proposed Councillor Bull, seconded Councillor M Williamson. Unanimous.

### **129/13 DONATION**

The Chairman suggested that, in light of all the recent events in the Village, the Parish Council should support the idea of a donation being made to Victim Support and decide on an amount. Councillor Grant could see no problem with this if it could be evidenced that it benefitted the Village and was not generic. The Chairman thought it would benefit the Village as many families had been affected by the recent burglaries.

**RESOLVED** Donation of £100 to be made to Victim Support. Proposed Councillor J. Williamson, seconded Councillor C. Smith. Unanimous.

Councillor Bull left the Meeting at 21.20.

### **130/13 UNILATERAL UNDERTAKING: 7 AND 9 DENNY END ROAD**

A letter had been received from SCDC with regard to the sum of £2,014.00 to be received as a financial contribution in lieu of onsite provision of public open space and £332.48 towards off site provision of community facility space. Councillor Grant referred to the final paragraph of the letter, Councillor M Williamson stated that it is not the Finance Committee's job to respond. Councillor J Williamson stated that we should keep a log of these payments.

**RESOLVED** To sign the declaration

Proposed Councillor Cornwell, Seconded Councillor J Williamson. Unanimous.

### **131/13 TILLAGE HALL**

Councillor M Williamson stated the need for an informal licence to be transferred to Waterbeach Tillage Hall from the Parish Council so that it can run as a legal entity (letter previously circulated). The Company was formed on 2<sup>nd</sup> October 2012 and Councillor M Williamson stated that he was a Parish Council nominee on the Board of Directors. The Chairman asked about some items of expenditure with regard to Tillage Hall. Councillor M Williamson asked that the Parish Council sub-committee first selected in September last year be asked to work with Tillage Hall Company. The lease for the Tillage Hall is still not completed. Councillor M Williamson stated that draft accounts to October 2013 for Tillage Hall were available and he would e-mail them to the clerk.

Councillor Cornwell also asked that the price of hiring Tillage Hall be available on the website.

**RESOLVED** To forward the informal Licence and the Lease to Tillage Hall within 6 months. Proposed Councillor Wright, Seconded Councillor M Williamson. In favour:11. Abstentions 3.

### **132/13 HEALTH AND SAFETY**

Councillor Grant stated that the drain on The Gault was still not safe. It needs a low ledge to prevent children falling in.

Councillor Grant also stated that the low level path outside 4 St Andrew's Hill is full of water, thus posing a potential ice hazard. She asked if anything could be done (eg. a channel cut in to help it drain). Councillor Johnson suggested that the path was the responsibility of Cambridgeshire County Council.

Councillor Grant also expressed concern that the ramp to the Old Pavilion still hadn't been altered. The Chairman stated that the clerk was still actively seeking quotes. Councillor Grant asked if we had approached Flanders Bros. The Chairman agreed to forward the name to the clerk as a possible contractor. The Chairman stated we have 2 quotes and Councillor Wright stated that, although we have to try to obtain 3, we could go with 2 if that was all that was forthcoming.

Councillor Wright expressed concern that Station Road will be resurfaced on 3<sup>rd</sup> February, and the ensuing traffic and pedestrian problems this may incur.

Councillor Wright also stated that there was a gritting course on 14<sup>th</sup> January for anyone interested in learning.

Councillor Howlett expressed concern over the exit to the Recreation Ground car park and traffic coming down from the stables too fast. Councillor Grant asked whether a speed limit sign could be painted on the road in the vicinity and suggested a limit of 8MPH. Councillor Howlett suggested that the stables be informed of the problem too. Councillor Wright asked that the hedge at the side of the car park be cut down to a height that enables users to see the movement of vehicles going to and from the stables. It was unanimously agreed to ask the groundsman to carry out this work.

Councillor Bullivant stated that there was a dangerous paving slab outside the Post Office and Councillor Smith said she would look at the matter. Councillor Bullivant expressed further concerns that an ATM machine was soon to be installed there and Councillor Smith stated that the contractors would sort any matters pertaining to the installation of the machine.

Councillor Cornwell left the Meeting at 21.45.

Councillor P Johnson expressed concern that a letter, from Barbara Carruthers, submitted to the Parish Council by e-mail to The Chairman in August, had still not received a response. The letter was regarding control of dogs on the Recreation Ground. The Chairman said she hadn't seen this letter and wanted her apologies to Mrs Carruthers recorded. Councillor P. Johnson has now re-sent the email.

### **133/13 REPORTS**

**(i) Parish Clerk - no report submitted as Parish Clerk has been on holiday for 4 weeks**

**(ii) County Councillor – no report submitted**

**(iii) District Councillor – no report submitted**

**(iv) Chairman**

- Advised that real time bus stop displays would be installed in Greenside and Cambridge Road. Councillor Grant asked whether the information would be displayed on both sides and Councillor M Williamson said this should be clarified. The Chairman assumed this was done in Consultation with the bus companies involved. Councillor Grant asked that the cost of extra displays be investigated.
- Advised that new ratings for non-domestic rubbish collection have changed. Councillor M Williamson was already aware that this would apply to Tillage Hall.
- Advised Parish Council has received a survey questionnaire for “Waterbeach Denny St. Francis”, it was a unanimous decision to not respond.
- Solar panels for Tillage Hall are being installed on 10<sup>th</sup> January and Councillor J Williamson will meet with the scaffolders on that day. Robert Pinion is aware and has provide storage space in the shed. The completion is due 11<sup>th</sup> January.
- The Chairman said the drainage renovation work on the Recreation Ground, completed in May 2013, appears to be working as the ground is now draining really well.
- Advised that an application for a marquee on the Tillage Hall for a wedding in July 2014, had been received. Councillor Wright asked if we needed a policy for this and Councillor Grant suggested that this be included in the Lease negotiations. In the meantime The Chairman will respond to the request positively. It was suggested that we delegate these decisions to the clerk.
- Councillors Johnson and Leeke will accompany the Chairman in order to represent the Parish application for funding for a crossing point. They will attend a short interview on Monday January 20<sup>th</sup> at the Whittlesford depot.
- 2 tree preservation orders have been made on Sycamores in the IT Centre in Cambridge Road.

- The chairman acknowledged that all Councillors had received an email from Councillor D. Smart but that it would not be discussed. A statement was read out to the Parish Council and follows,

“The issues referred to were litigated in the Employment Tribunal on July 16<sup>th</sup> – 20<sup>th</sup> (inc.) at Bury St Edmunds. There was a five day hearing in which witnesses gave evidence, were cross examined and findings of facts were made by the Employment Judge. The judgement was made on October 2<sup>nd</sup> 2012.

The case is the subject of an appeal in the Employment Tribunal, due to be heard on February 10<sup>th</sup> 2014. Given that the legal process is not yet at an end it would be inappropriate to discuss the case and its evidence at council meetings. It would be in the parish’s best interests to allow the legal process to take its course.”

(v) **Library Officer**

Requested a list of documents circulated by the Parish Clerk on e-mail be put on the bottom of each Agenda. The Chairman said she was not willing to commit the Parish Clerk to additional work but would ask about the feasibility of this.

Councillor M Williamson left the Meeting at 22.00

(vi) **CAPALC – no report submitted**

(vii) **Neighbourhood Watch – no report submitted**

**134/13 ACCOUNTS**

A list of bills due to be paid was circulated to councillors.

Councillor Grant asked if Acacia dropped off any chippings during their visit. The Chairman agreed to ask.

**RESOLVED.** To pass the accounts for payment. Proposed Councillor Smith, seconded Councillor J Williamson, for 10 abstentions 4

**135/13 EXCLUSION OF PUBLIC**

**RESOLVED** *in accordance with section 1 (2) of the Public Bodies (Admission to Meeting) Act 1960 that as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted at the next agenda item (s) the Chairman asks that in the public interest the public and press are temporarily excluded from this meeting and herewith instructed to withdraw.*

**136/13 CONFIDENTIAL ITEM**

The confidential minutes from November 2013 were approved.