

WATERBEACH PARISH COUNCIL

Minutes of the meeting of Waterbeach Parish Council held on 6 May at 7.30 p.m. at the New Pavilion, Cambridge Road, Waterbeach.

Presentations at 7 pm and 7.15 pm

Clare Gibbons, Development Officer at South Cambridgeshire District Council gave an interesting talk on the Community Right To Bid scheme and how it operates.

David Whitehouse from the East of England Ambulance Service spoke about the defibrillator machine and how it operates, if called into use. Waterbeach is one of three sites in the area, along with Newmarket and Milton, who have a defibrillator placed in the community in case of emergencies. As a follow up, the Ambulance Service is looking to set up the Community First Aid Responder scheme.

OPEN FORUM

Councillor Kay asked those members of the public present whether they had any items to raise at the meeting. The following were addressed:

Anne Felvus spoke of her concerns on the damage to some of the cemetery grave stones, which looks to have been caused by the grounds staff, when they use the mowers to cut the grass. Cllr Kay said that the meeting could not discuss ground staff or work ethics. However, Liz Jones, Parish Clerk, and a member of the grounds staff had met with Anne at the cemetery on Friday 2 May to look at the problem. Concerns on this point were also raised by Alan Shipp who was concerned about the distress this was causing to the families affected. Councillor Smith confirmed that the cemetery was a grass cemetery and no surrounds are used on new graves, however, older graves do have surrounds. Cllr Kay asked the Parish Clerk to take this item forward.

Alice Grant raised points on behalf of her mother, Councillor Grant, which included payment of the grant for the reading challenge money under the Library Report. Items of general correspondence on the agenda should be available to Councillors prior to the meeting and not distributed later.

COUNCIL PRESENT

Councillor Kay, Chair
Councillors Bull, Bullivant, Cornwell, Howlett, B Johnson, P Johnson, Rabbett, J Williamson, M Williamson, Wright, Smart and Smith

IN ATTENDANCE

E Jones, Parish Clerk
C Whitehouse, Assistant Parish Clerk

APOLOGIES

Apologies for absence were submitted on behalf of Councillors Grant and Lloyd.

184/13 MINUTES

The Minutes of the meeting of the Council held on 1 April 2014 were approved as a correct record and signed.

Cllr B Johnson raised a point relating to item 179/13 which stated that the pub was for sale. However, this information was incorrect and would be removed from the minutes.

Proposed: Cllr J Williamson. Seconded: Cllr. Wright (with the amendment). In favour 9. Abstentions 4 – Cllrs Smith, Smart, P Johnson, B Johnson.

185/13 MEMBERS INTERESTS

Cllr Rabbett - Items 11b and 13 – husband an employee of the Council

Cllr M Williamson – Item 8b – on Board of CAPALC

Cllr Wright – Items 9a and 9b – interest in Farmland Museum, Village Society, Heritage Military Museum

Cllr J Williamson – Item 13 – Chair of Farmland Museum

Cllr P Johnson – Item 3 – District Council

186/13 PLANNING

- a) S/0691/14FL Erection of close boarded fence and trellis at 45 Bannold Road, Waterbeach, CB25 9LQ. This is a retrospective application of a replacement old fence for a new one. Nothing further to add.
- b) S/1359/13/OL Appeal by Persimmon Homes re Land at North of Bannold Road, Waterbeach, CB25 9LQ. Appeal (ref. APP/W0530/A/13/2209166) begins at 10 am on 13 May at Camborne. Cllr P Johnson reported that no decision would be made until the site had been viewed as part of the appeal process. This could be a lengthy process but Councillors could attend as observers.

187/13 SKATE PARK

- a) Working Party Update

Grant application has been submitted since the last meeting. Sarah Gosling, from WREN, is visiting the Parish Office on 8 May to look at the evidence in support of the application.

- b) Location of Skate Park

The location of the Skate Park will be discussed with Sarah Gosling, from WREN, on her visit. She has extensive knowledge of skate parks and will be able to advise the Council on the best option. It is important that it is done right due to the considerable spend being incurred. However, if the Skate Park is relocated from its current site planning permission will be required.

188/13 RAMP

A report had been submitted to the Council on the costs for removing the current ramp and rebuilding it to meet current regulations for wheelchair access to the Old Pavilion. Initially four contractors had submitted costs but it was decided to put together a Job Specification based on the Regulations and ask all four contractors to resubmit their quotes. Following this exercise only two contractors resubmitted their quotes and these varied considerably in cost. Following a discussion at the meeting, on how best the Council can meet the requirements of wheelchair access to the building, it was suggested that a better option may be to open up a door at the front of the building. This entrance would mean that no ramp would be required and anyone accessing the building could do so directly from the path at the front.

At this point a member of the public asked if they could contribute to the discussion. Cllr Kay closed the meeting to allow this to take place as this was a relevant contribution to the item.

Alice Grant (speaking on behalf of her mother Cllr Grant) stated that the current back door was wide enough for wheelchair access but Cllr Grant was in favour of opening up a front entrance to the building.

Cllr Kay reopened the meeting at this point.

Cllr Kay went back to the original proposal which was to accept one of the contractors' quotations to redo the current ramp at the back of the building to bring it up to current regulations.

Proposer: Cllr Kay. Seconder: Cllr Williamson. The vote was unanimously against this option.

Going forward the Parish Clerk will explore the costs involved in opening up the front of the Old Pavilion and putting in a door.

189/13 TENNIS COURTS

A report had been submitted to the Council on the costs involved in getting the three tennis courts professionally cleaned and moss treated. Cllr Cornwell questioned why we had sought external quotes and not looked at hiring in a heavy duty jet washer and carrying out this work by the grounds staff. Cllr Cornwell had a leaflet from Jewson and costs were very reasonable. The courts had been moss treated in the past by the grounds staff but it had not worked. The Council did not want to commit to these costs and find that the court surface gets damaged by the heavy duty washer and then need to be resurfaced in the future. Cllr Smart felt that if the right chemicals are used then we should be able to treat the moss successfully. There is also an issue with timing as we are now getting into the summer months when the courts are used much more regularly.

Cllr Kay put the proposal to the meeting as to whether they wanted to go ahead and award the work to clean and moss treat the three tennis courts based on the quotes submitted.

Proposer: Cllr Kay. No seconder.

Cllr Wright disagreed with this item coming back to the meeting next month as the work needs to be carried out as soon as possible. Following discussion the meeting felt that we should go ahead and carry out this work in-house at reasonable costs and then if it is not successful possibly look to get the courts resurfaced sometime in the future. The Parish Clerk stated that the costs for the professional work could be covered by Section 106 budget. The Parish Clerk also raised that the grounds staff were currently very busy as one was off unwell and we are now in the grass cutting season.

Cllr J Williamson proposed that the Council hire in appropriate cleaning equipment and purchase chemicals for killing the moss and undertake this work by the grounds staff.

Proposer: Cllr J Williamson. Seconder: Cllr Cornwell.
12 in favour and 1 against (Cllr Kay)

Going forward the Parish Clerk will arrange to get this work done.

190/13 RECREATION GROUND MAINTENANCE

The meeting was asked to consider whether work should be undertaken on aerating the pitches and whether to award the contract. Cllr M Williamson had researched this work on the Football Association website and verti-draining and seeding was recommended. There was also a technical report to support this type of work. We have the grass seed in store.

Cllr Kay proposed that we go ahead with verti-draining the pitches and reseeding.

Proposer: Cllr Kay. Seconder: Cllr Smith.
11 for and 2 against (Cllrs Smart and Wright)

191/13 FINANCE

- a) To formalise the appointment of the Parish Clerk as Responsible Financial Officer.

Proposer: Cllr Kay. Seconder: Cllr Bull
Carried unanimously in favour

- b) To discuss and agree whether to renew the Council's membership to CAPALC

Cllr M Williamson left the room for this item.

The question was raised on whether the Council were just renewing the membership "out of habit" or whether it was useful to the members as a professional organisation. The only other organisation is CPALC. Annual membership cost is £740 and as part of this the Council gets a discount on all training.

Cllr Kay put forward a proposal to the meeting as to whether the Council wished to continue to be a member of CAPALC.

Proposer Cllr Kay. Seconder: Cllr B Johnson.
11 in favour. 1 Against (Cllr Smart) 1 Abstention (Cllr M Williamson)

192/13 REQUEST FOR FUNDING

Cllr Wright left the room for this item.

- a) An application has been received from The Village Society for a contribution of £1000 towards the reprinting of the village booklet the "Waterbeach Chronicle". As this booklet is sold for £5 per copy Cllr J Williamson felt the Council should treat this a loan rather than a grant as the Village Society would be getting funds from the sale of the booklet. Cllr Cornwell felt the Council was not here to support profit making organisations.

Cllr Cornwell proposed that the £1000 is loaned to the Village Society to be paid back preferably by 31 March 2015.

Proposer: Cllr Cornwell. Seconder: Cllr Smith.
Carried unanimously in favour of the proposal.

- b) Review of grant originally awarded in March 2013 to the Waterbeach Military Heritage Museum. A cheque for £600 had been issued to the Museum but had not been cashed and the date had now expired. The Museum was now asking for the cheque to be re-issued, however, under new regulations the Waterbeach Military Heritage Museum need to show copies of their bank statements to show any income from other organisations.

Cllr Kay proposed that the Waterbeach Military Heritage Museum be asked for copies of their bank statements to comply with regulations.

Proposer: Cllr Kay. Seconder: Cllr Smith
11 in favour. 1 abstention (Cllr Wright)

193/13 HEALTH AND SAFETY

Cllr Kay went round the table to ask for any items:

Cllr M Williamson None

Cllr Rabbett	None
Cllr Wright	None
Cllr Smart	There is a hole in ground by the gate into the cemetery which someone could twist their ankle if they happen to step into it. The play equipment at Chittering needed cleaning.
Cllr J Williamson	Tillage Hall needed Fire Assembly point signs put up. There is no signage for the Old Pavilion.
Cllr Cornwell	The spring Ladybird play item on the Gault is twisted and a small child had fallen off but was uninjured. The Parish Clerk had reported this item to the Company who had fitted it and was waiting for a response. Chittering play-park also need regular maintenance as it is in a poor state. Pot holes still remain in School Lane.
Cllr Bullivant	Village signs. Dog bin in Primrose Lane still needs to be repositioned at the other end as it is outside a resident's garden. Cllr Bull stated there was nowhere to attach it to at the other end so a post may need to be put in.
Cllr Howlett	None
Cllr P Johnson	None
Cllr B Johnson	Dog bin to be installed in Bannold Road. Question was raised on who owns this land?
Cllr Bull	An email had been received from a resident regarding shooting in the woods and old abbey area at weekends. Cllr Bull had met the resident and the police to discuss this problem. PC Page advised that they could only act if they were shooting without a shotgun licence. As they are parking at the church car park PC Mason advised getting the car registration number. Unfortunately it appears that there was not much action the Council could take. Cllr Kay proposed writing to the Police on behalf of the Council to raise their concerns. Proposer: Cllr Kay. Seconder: Cllr Bull. Carried unanimously in favour of the proposal. Cllr Bull also raised the issue of the poor lighting on the recreation ground and in the car park. A suggestion was put forward for 3 proper lights to be installed along the footpath from the car park to the Parish office.
Cllr Smith	None
Cllr Kay	None

194/13 CORRESPONDENCE RECEIVED.

- a) The Clerk read a letter to the meeting regarding the failure to respond to a Freedom of Information request. The request was for 6 items dating back over 4 years. Cllr Wright raised the point that this process was very time consuming and could the information not be sourced over the Parish website. The Clerk is responding to this request as far as she is able going forward.
- b) Cllr Rabbett left the meeting for this item.
The Clerk read out an email received from a resident regarding the damage to grave stones caused by the mowing equipment. Cllr Bull suggested it might be a good time to schedule a date for the Parish Councillors to visit the cemetery. The Parish Clerk to circulate dates. The Parish Clerk will also put together a report following the meeting at the cemetery with the resident and grounds staff. Cllr Smart remarked that the problems had arisen when the big mower had begun to be used as this was too big for the cemetery. A small ride-on mower may be more appropriate. The cemetery areas were split across the most appropriate equipment for the job.

195/13 REPORTS

a) Parish Clerk

1. Highways Agency A14 Proposal. Deadline for input 15 June 2014.
2. Lighting – already discussed.
3. Day at the Beach – the Baptist Church had requested use of the Gault for their event which is fully supported by the Parish Council.
4. Traffic calming – meeting to take place on site at the “Pinch Point”. Highways Committee to be invited.
5. Fair Ground in the village 6 – 13 July.
6. Continental Market – 28 + 29 June. Money to be asked for upfront.

b) County Councillor

Cllr Leeke was in attendance and had no issues to raise. The Council asked him to report the large pothole to the entrance to the road to the recreation ground.

c) District Councillor

Cllr P Johnson suggested that the Community Village map was updated.

d) Chair

A letter had been received from a resident thanking the Council for the lovely daffodils which were planted around the village. She also praised the introduction of the gym equipment on the recreation ground and the fact that the dogs on the recreation ground were now being kept under control.

With the impending elections a brief description of not more than 60 words along with a photo should be sent to the Parish Clerk no later than 12 noon on Friday 9 May.

The Chair reported that she had received concerns from Councillors and Parishioners regarding the fact that Councillor Hockney was supporting the previous Waterbeach Parish Clerk standing as District Councillor. No further action required.

e) Library Report

The report was read to the meeting by the Parish Clerk which showed an increase in visitors and borrowing at the library. Cllr Wright asked about payment of the grant for the Reading Challenge. The Parish Clerk to check back on the minutes.

f) CAPALC

Nothing raised.

Cllr Cornwell left the meeting to go home.

Cllr Rabbett and Cllr J Williamson left the meeting for the next item.

196/13 ACCOUNTS

Cllr Kay proposed the monthly accounts for approval.

Proposer: Cllr Kay. Seconder: Cllr Bull
9 in favour and 1 abstention (Cllr Smart)

The Chair asked Cllr Smart if there was a problem as he had abstained. Cllr Smart responded that he had been accused of bullying the clerk in the past if he raised any issues. Cllr Smart also pointed out that the accounts should read New Holland tractor and not New Holland trailer.

Cllrs Rabbett and J Williamson returned to the meeting

197/13 EXCLUSION OF PUBLIC

Cllr Kay asked those members of the public still present to leave the meeting in line with Public Bodies (Admissions to Meeting) Act 1960.

198/13 CONFIDENTIAL MATTERS

Cllr Rabbett left the meeting for this item.

The Employment Panel met on 2 May 2014. Cllr Wright extended his apologies for not attending. It was agreed that staff pay rises be approved in accordance with the employment contracts which stated that salaries would rise each year by one increment unless there was a problem with their appraisal.

Cllr Rabbett returned to the meeting.

Cllr M Williamson suggested that all reports are posted on the Parish website prior to the meeting for all to see. However, not all reports arrive in time. All written reports and those at the meeting to be posted to provide "Open Government".

The accounts are open to inspection by the public by appointment with the Parish Clerk.

There being no other business the Chair closed the meeting at 9.37 pm

Chairman