

WATERBEACH PARISH COUNCIL

Minutes of the meeting of Waterbeach Parish Council held on 5th August 2014 at 7.30 p.m. at the Old Pavilion, Cambridge Road, Waterbeach.

OPEN FORUM

Residents spoke on the following matters:

- Concerns about the proposed location of the new skatepark near gardens of neighbouring properties.
- Request for minutes to be published more quickly after meetings.
- Issues of dog excrement have always been a problem. Some other councils have banned dogs from their recreation grounds. Perhaps it would be possible to employ a dog warden shared with other nearby councils.
- Cemetery grass had not been cut – the Clerk explained this was due to staff absences and contactors would cut the grass soon.
- Councillors were asked to introduce themselves as not all members of the public know who they are.
- A request for more recycling bins.
- A request for a new bench near Robson Court.
- A request for the council to think about how elderly residents can be supported during the closure of the Denson Close Day Centre during August.

PARISH COUNCIL

APOLOGIES FOR ABSENCE

Cllr Rabbett

14/32 MINUTES

The Minutes of the meeting of the Council held on 1 July 2014 with a correction made to item 14/10 were approved as a correct record and were signed

Proposed: Cllr Bull. Seconded Cllr J Williamson.
10 in favour. 4 abstentions – Cllrs K Grant, Howlett, A Grant and D Smart

14/33 MEMBERS' INTERESTS

Cllr P Johnson – South Cambridgeshire District Councillor

Later in the meeting Cllr Shipp declared an interest in item 14/34(c)

14/34 PLANNING

- a. The Council **RESOLVED** that it had no objections to **planning application** [S/1377/14/AD](#) for 11 Dowding Avenue, Waterbeach, Cambridge, Cambridgeshire, CB25 9LJ. Two flagpoles and flags
Proposed: Cllr. B Johnson Seconded: Cllr. P Johnson Unanimous
- b. The Council **RESOLVED** that it had no objections to **tree works application** on a tree subject to a TPO at 2 Woodpecker Lane on condition that the crown is balanced appropriately.
Proposed: Cllr. Bull Seconded: Cllr. Wright
13 in favour. 1 against - Cllr Shipp

c. **Local Plan Examination**

Cllr Shipp declared an interest and left the room

As a new council had been elected since the Parish Council's response to the LDF in 2012, it was felt important to review and state the new Parish Council's views.

Cllr M Williamson had circulated a draft document that could be used as a basis for a statement at the upcoming Local Plan hearings. It was pointed out that it was important that the council concentrate on the 4 main strategic headings which will be the focus for the inspector. All councillors were invited to contribute their views and all were opposed to the idea of a very large new development, especially since the timescale proposed would mean no development before 2026.

It was **RESOLVED** that the Parish Council remains strongly against the proposal in the LDF for 8-9000 new homes.

Proposed: Cllr A Grant. Seconded: Cllr. Wright

In favour 12. Abstention 1 - Cllr Smart

[Cllr Shipp not present]

It was also **RESOLVED** that the Parish Council would support and indeed encourage early small-scale development on the former barracks site of around 900 houses, increasing to a maximum of 1400.

Proposed: Cllr A Grant. Seconded: Cllr. Wright

In favour 12. Abstention 1 - Cllr Smart

[Cllr Shipp not present]

It was further agreed to put together a working party to thoroughly research the facts to support the council's stance – such as Highways and Flooding issues. It might be appropriate to invite other nearby councils to join in this and also to get interested local groups involved. The first meeting will be held on Thursday August 14th at 7.30pm. Cllr Bull will coordinate this.

- d. Cllr K Grant had circulated a report on the proposed **Neighbourhood Plan**. After some discussion it was agreed that a shorter document – perhaps a postcard – be created for circulation throughout the village to inform all residents and also to encourage them to come to the meeting scheduled for 4 September (see point e below). Cllrs Bull and K Grant to lead the action on this. The longer explanatory document to go on to the Parish Council website and/or Facebook for those interested.
- e. It was agreed that the **public meeting** planned for September 4th would be at 7.30 pm and the agenda would consist of:

- Jo Mills (Head of Planning at SCDC) to give an update on the implications of the appeal decisions on Cody Road and Bannold Road and the process that the Defence Infrastructure Organisation (DIO) is undertaking to select a development partner for the Barracks site.
 - The working party to report on progress into the work to support the Parish Council's stance at the hearings into the LDF
 - Launch of the Neighbourhood Plan process for Waterbeach
- f. The council agreed that they would be pleased to see the installation of the proposed Community Bench on the corner of Waddelow Road.

14/35 REPRESENTATION ON LOCAL CHARITABLE BODIES

i) AMEY CESPACOMMUNITY FUND

It was **RESOLVED** that Cllr Gaunt be nominated to be the representative from the Parish Council on the Amey Cespa Community Fund panel.
Proposed: Cllr Gaunt. Seconded: Cllr Williams. Unanimous

ii) UNITED & TURBARY CHARITIES

It was agreed to postpone discussion on the matter of nominated representative/s of the Parish Council to become trustees of these charities as Cllr J Williamson pointed out that according to the minutes of February 2013, two representatives had been nominated at that time. The Clerk to check again with the Charities' administrator.

14/36 SKATEPARK

- i) It was noted that repairs to the half-pipe had taken place and the painting finished. Three councillors agreed to assist with removal of the Herras fencing on Wednesday, after which the skatepark can be re-opened.
- ii) Mrs Cornwell read out an update from the Working Party with the main current issue being that of location. Four different options are now being discussed with no clear preference. It was agreed that the Clerk should continue to chase for advice from the District Council as to whether any of these would be possible as there was no point in pursuing an option which had no chance of gaining planning permission.

14/37 COMMITTEES TERMS OF REFERENCE

- a) It was **RESOLVED** to approve recommended revised Terms of Reference as appended to these minutes from the following: -
 - i) Planning Committee
Proposed: Cllr Bull. Seconded: Cllr A Grant. Unanimous
 - ii) Finance Committee
Proposed: Cllr Wright. Seconded: Cllr K Grant. Unanimous
 - iii) Employment Panel
Proposed: Cllr A Grant. Seconded Cllr Williams. Unanimous

- b) After some discussion about open spaces in general, it was agreed that too many councillors had initially been appointed and membership of the Recreation User Group is therefore to be amended in order to comply with the existing Terms of Reference. The group to review its Terms of Reference at its first meeting.
The following members were therefore appointed: Cllrs Gaunt, Howlett, B Johnson and Williams plus the Chair and Vice Chair of the Council

14/38 FINANCE

- a) Cllr M Williamson presented the finance report which had been circulated prior to the meeting. Overall there was a positive variance for the first quarter, the council having spent £8,000 less than budgeted. It was noted that : -
- i) the salaries budget should have been set at £69,500 as (despite a letter from the prime minister) parish councils were not in fact entitled to the £2,000 National Insurance rebate for small businesses.
 - ii) Electricity is now supplied by British Gas and as a result, timing of the bills has changed.
 - iii) The cost of insurance so far is lower than anticipated although additional cover of around £500+ for the library books is yet to be invoiced.
 - iv) There has been an overspend on servicing and spares which is to be checked out further.
 - v) Work is needed to further refine the budgeting process.
- b) Expenditure: -
- i) It was **RESOLVED** to accept the recommendation made by the Clerk in her report to the meeting on 6 May 2014 and ask the contractor to undertake the work to improve the **disabled access ramp** at the Old Pavilion (Parish Office). The contractor to be provided with a drawing from Part M documentation, so that we can be sure the work is carried out in accordance with the regulations.
Proposed: Cllr J. Williamson. Seconded: Cllr Williams. Unanimous.
 - ii) It was agreed to undertake moss treatment on the **Tennis Courts** now and if possible to get the groundstaff to do the work rather than a contractor. The Council will then budget for a full clean and moss treatment at the appropriate time before the tennis season gets underway next year.
 - iii) As the cost of replacement of the damaged **door shutters on the New Pavilion** would be too high, it was agreed to simply grease the runners for the time being.
 - iv) It was **RESOLVED** that the **Climbing Net** for the children's play area be replaced at a cost of just over £924.00. Any remaining parts taken down should be kept in case they can be used
Proposed: Cllr K Grant. Seconded. Cllr Bull. Unanimous
 - v) It was **RESOLVED** to replace only the **Cemetery sign** at this time.
Proposed: Cllr M Williamson. Seconded: Cllr Bull. Unanimous
 - vi) It was **RESOLVED** to obtain a new **noticeboard for the cemetery**.
Proposed: Cllr B Johnson. Seconded: Cllr Bull. Unanimous
- It was pointed out that the lych-gate also needs attention.
- c) A decision on whether to approve the proposed Parish Council Discretion policies for the Pension Fund was delegated to the Finance Committee.

- d) The Chair, Cllr M Williamson, said that he was appalled at the amount of misinformation being circulated about Parish Council expenditure.

It was **RESOLVED** to note and amend the decision minuted at 106/13 in the Parish Council meeting of November 2013 removing the words “per transaction” so that the authorisation now reads that “the Clerk is authorised to spend up to £1000 on necessary items of expenditure without further prior authorisation by the council”.

Proposed: Cllr Bull. Seconded: Cllr M Williamson.

In favour 10. Against: 2 Cllrs Gilzean & Smart. Abstentions: 2 Cllrs A Grant & Williams.

- e) Not discussed.

- f) It was **RESOLVED** to approve payment of the legal expenses bill presented to the July parish council meeting and to ensure better monitoring of such expenditure in future. Of the £4830.70 (exc VAT) a total of £3912.50 was attributable to the costs of the legal representatives’ preparation for and appearance at the Employment Appeals Tribunal in February 2014. The remaining £918.20 was attributable to confidential employment advice received between January and March 2014 inclusive.

Proposed: Cllr Shipp. Seconded Cllr P Johnson. Unanimous.

As the meeting had run considerably over time, some items were now taken out of order.

14/41 ACCOUNTS

It was **RESOLVED** to approve the payment of accounts for the past month as set out in the schedule.

14/39 HEALTH AND SAFETY

- a) It was agreed to postpone the report on mowing operations and recirculate it at the next meeting.

14/40 REPORTS

The Chairman read out a statement, which is appended to these minutes, concerning the Facebook page Waterbeach Matters.

The meeting was adjourned at 10.35pm and it was agreed that it be resumed on Thursday 7th August at 7.30pm

See overleaf for Appendices

APPENDIX to Minute 14/37 (a)(i) – COMMITTEE TERMS OF REFERENCE

Waterbeach Parish Council

Planning Committee

Terms of Reference – Adopted: \August 2014

Membership:

- EIGHT elected members of the Parish Council

plus

- Chairman and Vice Chairman of the Parish Council

Officers:

- Election of Chairman: To be transacted at the first meeting after the Annual Meeting of the Parish Council
- The Secretary of the Planning Committee will be the Clerk or the Assistant Clerk of the Parish Council

Quorum:

- The quorum of the committee shall be a minimum of five members unless the Council should decide otherwise under Standing Order 4d (viii) under which the council may determine the quorum for a meeting of a committee which shall be no less than three.
- Standing Order 3v: If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.

Voting:

- Standing Order 3 p: Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors or councillors with voting rights present and voting.
- Standing Order 3 q: The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.
- Standing Order 3 r: voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.
- Standing Order 3 t: A councillor or a non-councillor with voting rights who has a disclosable

pecuniary interest or another interest as set out in the council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.

Frequency of meeting:

- The committee shall normally meet once a month as long as there is business to conduct and at such times as the Committee Chairman shall require.

Notice of Meeting

- The Parish Clerk will call a meeting of the Committee at such time as agreed by the Committee or the Committee Chairman and publish the Agenda following standard Council practice.

Minutes of Meetings

- The Minutes shall be agreed by the Committee at its next meeting

Area of Responsibility

The Planning Committee has the delegated authority to:

- Make representations to the appropriate planning authority on applications for planning permission.
- Make representations in respect of appeals against the refusal of planning applications.
- Identify and make representations to the relevant authority in respect of enforcement action or any other matters considered to be breaches of planning regulations.
- Consider and make representations to the appropriate authorities on any planning related matter or documents that may affect the Parish from a planning perspective.
- Meet with affected planning applicants and make site visits as a group when applicable.
- Follow up to check whether planning conditions have been adhered to.

APPENDIX to Minute 14/37 (a)(ii) – COMMITTEE TERMS OF REFERENCE

Waterbeach Parish Council

Finance Committee

Terms of Reference: Adopted: 5 August 2014

Membership

- EIGHT elected members of the Parish Council including the Chair and Vice-Chair of the Council.

Officers:

- Election of Chairman - To be transacted at the first meeting after the Annual Meeting of the Parish Council
- Responsible Financial Officer
- The Secretary of the Finance Committee will be the Clerk of the Parish Council.

Quorum:

- The quorum of the committee or shall be a minimum of three members in accordance with Standing Order 4d (viii) under which the council may determine the quorum for a meeting of a committee which shall be no less than three.
- Standing Order 3 v: If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.

Voting:

- Standing Order 3 p: Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors or councillors with voting rights present and voting.
- Standing Order 3 q: The Chairman of the meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.
- Standing Order 3 r: voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.
- Standing Order 3 t: A Councillor or a non-Councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.

Frequency of meetings:

- The committee shall normally meet quarterly and at such additional times as the Committee Chairman shall require.

Notice of Meeting

- The Parish Clerk will call a meeting of the Committee at such time as agreed by the Committee or the Committee Chairman and publish the Agenda following standard Council practice.

Minutes of Meetings:

- The Minutes shall be agreed by the Committee at its next meeting.

Areas of Responsibility

The Finance Committee has the delegated authority to:

- Liaise with the Responsible Financial Officer in preparing and presenting the proposed annual precept, meeting early in the calendar year to recommend the following year's precept to Full Council.
- Receive and review the annual internal audit report and make any recommendations for changes to the Parish Council's systems and procedures that may be required.
- Carry out an annual review of the Effectiveness of the Internal Auditor.
- Receive and review the external audit report and recommend any changes that may be required to the Parish Council's systems and procedures.
- Regularly review the Parish Council's written Financial Regulations and propose changes to Full Council.
- Regularly review the Parish Council's Standing Orders and propose changes to Full Council.
- Regularly review any other Parish Council procedures and propose changes to Full Council.
- Regularly carry out Risk Management Plan and Risk Assessment Reviews.
- Review insurance cover annually.
- Regularly review progress against budget and report significant variances to Full Council.
- Make any financial decisions specifically delegated to the committee by the Full Council.
- Review cost centres and information provided to councillors so that expenditure is appropriately allocated.

APPENDIX to Minute 14/37 (a)(iii) – COMMITTEE TERMS OF REFERENCE

Waterbeach Parish Council – Employment Panel

Terms of Reference Adopted: 5 August 2014

Members:

- Membership shall comprise of FIVE elected members of the Parish Council.
- The Chair and Vice Chair of the Parish Council shall NOT be members
- Membership of the Committee is established at the annual meeting of the Council.
- The Committee shall elect a Chairman and Vice-Chairman for each civic year.
- Co-opted members may join the committee during the year if authorised by the Council.
- THREE members of the Committee shall constitute a quorum for meetings.

Frequency of meetings

One meeting will be held every year to review all staff contracts and job descriptions and HR policies. Otherwise meetings will be convened as and when necessary, e.g. to deal with grievance or disciplinary matters, to recruit to staff vacancies; or to deal with other emerging personnel issues.

Delegated Powers

General:

Members will be advised by the Parish Clerk whether or not a particular item under discussion is within the Committee's delegated powers. If it is within delegated powers, the minutes will record the decision as RESOLVED. If not, then the minutes will record the decision as RECOMMENDED and it will then be brought to the attention of the Council for decision.

Specific Delegated Powers:

1. To review staffing structures and levels and make recommendations to the Council.
2. To agree and review annually contracts of employment, job descriptions and person specifications for staff.
3. To review staff salaries and terms of conditions and make recommendations to Council.

4. To appoint from its membership a recruitment panel when necessary and make appointments, subject to ratification by the Full Council (if necessary at an extra ordinary meeting). Recruitment panels will normally include three members in the case of appointment to the Parish Clerk or RFO posts; and one member of the Committee plus the Clerk for all other posts.
5. To appoint from its membership three independent members to act as a disciplinary panel and as an appeals panel in the case of any appeal against disciplinary action taken by the Parish Clerk.
6. To appoint from its membership three members to hear any formal grievance made by the Parish Clerk and any appeal by other staff against the outcome of a grievance investigation undertaken by the Parish Clerk.
7. To review health and safety at work for all Council employees.
8. To review all Council policies that relate to staff employment on an annual basis.
9. To ensure the Council complies with all legislative requirements relating to the employment of staff.
10. To line manage the Parish Clerk, who may call upon any member of the panel for support, who will then inform other panel members as appropriate.

APPENDIX to Minute 14/40 (d) – STATEMENT BY THE CHAIRMAN

To be added

UNAPPROVED