

WATERBEACH PARISH COUNCIL

Minutes of the meeting of Waterbeach Parish Council held on 7th October 2014 at 7.00 p.m. at the Old Pavilion, Cambridge Road, Waterbeach.

PRESENTATION at 7 pm

Myles Bebbington, Head of Environmental Health & Licensing at South Cambridgeshire District Council and Paul Parry Joint Health, Safety and Emergency Planning Manager in Health and Environmental Services spoke about Emergency Planning. They provided a number of sample documents and templates that the Council can use to form an Emergency Plan. There was an emphasis on the fact that the local Emergency Plan can provide a first line of defence and local points of contact and help, The District Council can back these up in more serious emergencies but has limited facilities and will take longer to respond. See also item 14/64 below.

OPEN FORUM

The following issues were raised by members of the public: -

- October is “Older Person’s Month”
- WI Litter pick on 18 October
- Bus shelter near the barracks needs litter cleared
- A number of residents were opposed to any plan to ban dogs on the recreation ground. They felt it is a safe area for older people and frail people to exercise their dogs. Owners who break the rules should be fined but responsible owners should not be vilified. The Chair explained that the council had no specific plans but had received a number of approaches over the years raising issue caused by irresponsible dog owners and it had been felt that a survey was the best way to get a more general feel for public opinion on these matters.
- Negative comments about the excessive cost of the skatepark were felt to be unhelpful as over half the cost was to be covered by grant funding.

PARISH COUNCIL

APOLOGIES FOR ABSENCE

Cllr Rabbett

14/61 MINUTES

The Minutes of the meeting of the Council held on 2 September 2014 were approved as a correct record and were signed

Proposed: Cllr Wright Seconded Cllr Gaunt
11 in favour. 3 abstentions (Cllrs Bull, Howlett, Williams not present)

14/62 MEMBERS’ INTERESTS

Cllr P Johnson – South Cambridgeshire District Councillor

The next item was taken out of order

14/68 NEW PREMISES FOR TODDLER GROUP

The group has insecure accommodation as their right to use current premises is on a licence and they can be given notice at any time. The group is highly thought of in the village. It needs space to site a mobile building and to have an outside cordoned play area in order to comply with Ofsted regulations. (The Old Pavilion had been offered before its conversion to the parish office, but it had not been considered big enough). Many different possibilities were raised, each with its own challenges including those of drainage and power supply.

The Council **RESOLVED** that it was in favour in principle of providing a site somewhere on the Recreation Ground and that a working party be set up to explore possibilities.

Proposed: Cllr Wright Seconded: Cllr P Johnson Unanimous

Cllr Bull, as Chair of the Recreation User Group agreed to spearhead this working party.

14/63 PAYMENT OF PUBLIC OPEN SPACE AND COMMUNITY FACILITIES CONTRIBUTIONS

- (a) It was **RESOLVED** to approve the signature of indemnities for execution regarding s106 monies due to be received from SCDC in respect of the following site:
Development of land r/o 2 Rosemary Road, Waterbeach – S/1986/13/RM
£752.78 and £287.50

Proposed: Cllr B Johnson Seconded Cllr P Johnson. Unanimous

- (b) A report had been circulated about the proper use of s106 monies. The Chair was keen that the Council should be more pro-active in making use of these funds. For example it could be used to cover the cost of the verti-draining and for the improvement work needed on the tennis courts. It was suggested that a future meeting consider adopting a clear policy as to how the Parish Council can use these funds. The Clerk agreed to circulate the relevant SPD (referred to in the report) to all councillors.

14/64 EMERGENCY COMMITTEE & EMERGENCY PLAN

Following the presentation at the beginning of the meeting, all agreed that it was a good idea to create an emergency plan. Councillors J Williamson, P Johnson and Wight agreed to form a working party and to co-opt others as needed. An item on this to be included in the winter newsletter.

14/65 WORKING PARTY ON SUPPORT FOR OLDER RESIDENTS IN THE COMMUNITY

Cllr J Williamson explained that a group of people in the village was already looking into the creation of a community warden scheme, such as exists in other nearby villages. To avoid duplication, Cllr J Williamson will bring a proposal to the next council meeting as to how the Parish Council might best become involved.

14/66 FINANCE

- (a) It was **RESOLVED** to allocate £2000 for the current financial year to be spent at the discretion of the Employment Panel on general advice on employment issue. The Panel will monitor expenditure and report back to council on a monthly basis.

Proposed: Cllr M Williamson. Seconded Cllr Williams Unanimous.

- (b) The Clerk read out her report regarding objections received by the auditor to the annual accounts for 2013/14.

- (c) It was **RESOLVED** that Cllr K Grant and Cllr P Johnson be added as additional signatories on the bank mandates of all the accounts as recommended by the Finance Committee.

Proposed: Cllr Bull. Seconded Cllr Gilzean Unanimous
(except Cllr K Grant and Cllr P Johnson abstained)

- (d) It was **RESOLVED** to authorise the Clerk to proceed with the purchase of the Billy Goat machine.

Proposed: Cllr Bull. Seconded Cllr J Williamson
In favour: 9. Abstentions: 5 (Cllrs K Grant, A Grant, A Shipp, D Smart, M Williamson)

14/67 TELEPHONE KIOSKS

It was **RESOLVED** to support South Cambridgeshire District Council in their objection to the removal of the telephone kiosk at Denny End Road. In the

Proposed: Cllr Wright. Seconded Cllr A Grant
In favour: 13 Abstentions: 1 (Cllr Shipp)

In the event that the box is decommissioned, the Parish Council has no interest in adopting it as it is a modern kiosk.

14/68 See above after item 14/62

14/69 LIBRARY SLA

The meeting considered the report from the Library Officer regarding the new SLA proposed by Cambridgeshire County Council. It was suggested that the Library volunteers form a charitable trust which would put them in a position to sign such agreements and also to obtain more grant funding from other bodies. In the meantime

It was **RESOLVED** that the County Council be asked to re-issue the SLA in such a way as to enable it to be signed by Waterbeach Parish Council.

Proposed: Cllr Williams. Seconded Cllr Wright
In favour: 11 Abstentions: 3 (Cllrs Bull, Howlett and M Williamson)

14/70 HEALTH AND SAFETY

- (a) The report was received on grass cutting as a matter of concern raised by the HSE. The HSE had made clear that it was satisfied and this matter is now closed.
- (b) Matters raised by Members : -
- (i) Can the spoil near the turning circle at the cemetery be removed in order to increase the manoeuvring area available for vehicles?
 - (ii) There is a tree bough overhanging the cemetery gate which should be removed
 - (iii) The crooked toy on the Gault still needs to be fixed.
 - (iv) Dog bin in Bannold Road still to be installed
 - (v) The cemetery wall near the gate needs to be fixed
 - (vi) The bins near Bottisham Lock need to be emptied – can we find out whose responsibility they are.

Proposed: Cllr P Johnson Seconded Cllr Wright

In favour: 12 1 Against: Cllr Smart 1 Abstention: Cllr M Williamson

14/71 MATTER FOR CONSIDERATION FROM THE HIGHWAYS COMMITTEE MEETING

After some discussion about other options and possibilities

It was **RESOLVED** it to support the proposal submitted to the LHI for a Chapel Street Pedestrian Crossing Scheme.

14/72 MATTERS FOR CONSIDERATION FROM THE RECREATION USER GROUP MEETING

- (a) It was agreed that the group of referees linked to Waterbeach Colts using the recreation ground for training purposes be allowed to use the Sports Pavilion facilities as these are ancillary to the use of the recreation ground. There would be no charge for the remainder of the current year but this is to be reviewed next year.
- (b) In addition to greasing the runners on the shutter door to the Pavilion it was agreed to replace the lock.
- (c) The Clerk reported that she was awaiting a report about the options for improving the lighting along the recreation ground footpaths and in the car park.
- (d) It was suggested in principle that sockets could be placed in the ground where poles could be inserted the hedge to be able to bolt portable flood lighting to them. However the council needs a more detailed proposal to be able to authorise such work.
- (e) It was **RESOLVED** to proceed with a major professional clean and treatment of the tennis courts (as per the report recently put before the council) in spring 2015 ready for the new season.
Proposed: Cllr J Williamson Seconded Cllr Bull Unanimous
- (f) It was **RESOLVED** to create a marked run route around the rec for runners to be able to measure the distance run.
Proposed: Cllr Bull Seconded Cllr B Johnson Unanimous

Care needs to be taken about how the marking is done – it should not impede grass cutting.

14/73 REPORTS

- a. The Parish Clerk read out her report and the following points were agreed:
 - i. The litter pick will be on 22 November as the WI is doing one in October.
 - ii. The Clerk to organise a meeting for the whole council with Urban & Civic later in October to progress discussions on practical management matters.
- b. The County Councillor was not present but had sent a report. It was agreed that the Clerk would ask him for more details about the Greater Cambridge City Deal.
- c. District Councillor(s) P Johnson reported
 - i. Although there had been a planned meeting about the car park at the station Network Rail could not attend. We are awaiting the next meeting. They are aware that additional car parking is needed.
 - ii. There are still problems with traffic turning right just past the level crossing.
 - iii. A report about street lighting issues is to be written shortly. Perhaps only 2 more lights are needed but some existing lights are poorly placed.
 - iv. A full planning application is to be submitted for the skatepark
 - v. He is monitoring various areas (footpaths etc.) in the village which are the responsibility of South Cambridgeshire DC and where work is needed.
- d. The Chairman reported that
 - i. He had received a letter from the Mayor of Avrillet inviting him to their WWI commemoration ceremony on 11 November 2014. He cannot attend and wondered if anyone else would like to represent the village. Cllr Gilzean agreed to speak to Mr Foster at the British Legion to see if they would be interested in representing the village.
 - ii. He would do a full report on the dog control survey for the next meeting with a detailed analysis and any recommendations. Something will also be in the next newsletter
 - iii. This is the time of year when he need to start thinking about the budget and precept for next year. The Clerk will circulate an email to councillors with 5 or 6 headings, asking for their thoughts on expenditure priorities
 - iv. The space outside One Stop is still to be dealt with.
- e. Library Officer – see item 14/69 above
- f. The Tree Officer had presented a written report. As it is difficult to compare the work proposed by different tree surgeons, it was agreed that we try and find an independent consultant to assess and report on the work that needs to be done in the different areas of the village so that we can then ask the tree surgeons to all quote against the same work list.

At the suggestion of Cllr Gaunt, it was also **RESOLVED** that the Parish Council agree to pay £200 towards the work on the overhanging trees at the Chittering playground to encourage the work to be done as soon as possible.

Proposed: Cllr Smart Seconded: Cllr Shipp Unanimous.

- g. Cemetery Working Party. After some discussion about the many issues to be considered (grass cutting, headstones etc.), it was agreed that the working party

should note the items mentioned and report back to a future meeting with recommendations. We need to be clear about where the responsibilities of the Parish Council begin and end and need to draw up some clear policies. The Chairman invited Cllrs Smart and Shipp to join the working party meeting planned for the following day.

The idea was also raised of a group of volunteers who might be willing to help from time to time with keeping the cemetery tidy.

- h. Skatepark Working Party. Cllr Gaunt presented a report. She can supply photos of some of other skatepark visited. It was noted that full planning permission is now being sought. Questions were raised about the number of potential users versus the costs. The Chair advised that if any councillor felt strongly that the decision to build a new skatepark should be reconsidered they should follow the proper procedure. Cllr Howlett asked that it be minuted that he did not wish to be associated with the plans to build a new skatepark.

14/74 ACCOUNTS

In response to a query, the Clerk confirmed that half of the cost of the white liner would be covered by a donation from Waterbeach Colts who had obtained a grant.

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

Proposed: Cllr Bull. Seconded: Cllr. Howlett. 13 in favour. 1 against (Cllr Smart)

14/75 RECORDING OF MEETINGS

To discuss and clarify the Council's ongoing policy and procedures on the recording of meetings: -

The Clerk read out advice that she had received as follows

- (a) New legislation allows members of the public & press plus councillors to 'Tweet', use Facebook and generally record what is going on in / during meetings without the council's express permission. The only time it is not allowed is during a 'closed session' where members of the public & press are excluded. Councillors also cannot Tweet etc. during a closed session as this will breach Data protection legislation.
- (b) Regarding the council's own recording of meetings, any notes or actual recordings of meetings should still be destroyed once the Minutes have been approved.

14/76 FUTURE AGENDAS

The Chair pointed out that for a matter to be properly included on an agenda, there should be a clear proposal that can be considered and voted on by councillors.

14/77 EXCLUSION OF PUBLIC

To exclude the public from the meeting because of the confidential nature of the business to be discussed.

*It is hereby **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 are herewith instructed to withdraw.*

Proposed: Cllr J Williamson. Seconded: Cllr Gilzean.

Unanimous

14/78 CONFIDENTIAL MATTERS

- (i) The Confidential Minutes of the meeting of the Council held on 2 September 2014 were agreed.
- (ii) A report was received from the Employment Panel.

These minutes are recorded in the Council's Confidential Minutes book

There being no further business the meeting closed at 10.30 pm

Chairman