

## WATERBEACH PARISH COUNCIL

Minutes of the meeting of Waterbeach Parish Council held on 5 May 2015 at 7.30 p.m. at the Old Pavilion, Cambridge Road, Waterbeach.

### PARISH COUNCIL

#### 15 / 1 THOSE PRESENT / APOLOGIES FOR ABSENCE

**PRESENT:** Cllrs Bull, Gaunt, A Grant, K Grant, Gilzean, Howlett, Rabbett, Shipp, Smart, Williams, J Williamson, M Williamson (Chair), Wright

**APOLOGIES:** Cllrs B Johnson, P Johnson

#### 15 / 2 ELECTION OF CHAIRMAN

Nominated: Cllr M Williamson      Proposed: Cllr Bull      Seconded Cllr Rabbett

Nominated: Cllr Shipp      Proposed: Cllr Gilzean      Seconded Cllr K Grant

A written ballot was held.      Votes: Cllr M Williamson 7      Cllr Shipp 6

Elected as Chair: - Cllr M Williamson.

Cllr M Williamson signed a declaration of acceptance of office

#### 15 / 3 APPOINTMENT OF VICE CHAIRMAN

Nominated: Cllr Shipp      Proposed: Cllr K Grant      Seconded Cllr Gilzean

Nominated: Cllr Bull      Proposed: Cllr Rabbett      Seconded Cllr Howlett

A written ballot was held.      Votes: Cllr Bull 7      Cllr Shipp 6

Elected as Vice Chair: - Cllr Bull.

Cllr Bull signed a declaration of acceptance of office

#### 15 / 4 OPEN FORUM

**Michael Edwards** indicted that (a) he was happy to continue on the Skatepark working party. (b) Overhanging trees on Car Dyke Road mean cyclists cannot keep to the edge of the road. (c) A tree at back of the Bowls Green was omitted from the arboriculturists report and needs checking.

(d) He had volunteered to help with the traffic section of the Neighbourhood Development Plan

**Tessa Frost** advised that she was submitting a planning application for a dwelling on the Stables site and was advised that she or her planning adviser may speak in the open forum when the application comes before the planning committee.

**Janet Cornwell** – commented on item 15/10b that it was not viable for a groundsman to check the Chittering play area daily, rather someone in the village will notify the council of any problems.

**Chris Rushmer** re item 15/11a - the Camlocks board is concerned about the possible adverse effect of the Cody Road plans on the Parish Council's previous decision to adopt the open spaces at Camlocks and hopes the council will agree to continue with this plan.

**Christine Taylor** expressed thanks to the Skatepark working party and said there had been good feedback from potential users about the plans and feels it will be well used. She asked if the BMX jumps can be resurrected and it was agreed to put this on the agenda for the next Rec Users meeting or next Council meeting.

#### 15 / 5 MINUTES

The Minutes of the meeting of the Council held on 7 April 2015 were approved as a correct record and were signed by the Chair after a correction under Member interests to note that Cllr K Grant did not live on the Village green but owned property there.

**Proposed: Cllr Gilzean      Seconded Cllr Gaunt**

**In favour: 10 Abstentions: 3 (Cllrs K Grant, Bull and Rabbett)**

#### 15 / 6 MEMBERS' INTERESTS

Item 15/12      Cllr Bull's husband is part-owner of the building housing the current Post Office.

Item 15/21 Cllr Smart if the employment tribunal is to be discussed.

### **15 / 7 APPOINTMENT OF COMMITTEES**

After some discussion regarding the significant scale and importance of many planning decisions in Waterbeach at the present time, it was **RESOLVED** that the terms of reference of the planning committee be changed in respect of the number of members and that all councillors should be members of the planning committee .

**Proposed: Cllr K Grant                      Seconded Cllr Shipp**  
**In favour: 9    Against: 1                      Abstentions: 3**

It was **PROPOSED** that all councillors should be members of the finance committee.

**Proposed: Cllr Smart                      Seconded Cllr Gilzean**  
**In favour: 3    Against: 8                      Abstentions: 2**  
**Motion not carried**

Membership of committees was then agreed as follows:

#### **Planning Committee Members**

All councillors

#### **Finance Committee Members**

Cllrs Gilzean, K Grant, P Johnson, Rabbett, Shipp, Smart.  
Cllrs M Williamson and Bull  
(Cllr A Grant withdrew and was replaced by Cllr Smart)

#### **Highways Committee Members**

This is an advisory and not a decision making Committee.  
Cllrs Gaunt, Gilzean, P Johnson, Smart, J Williamson, Williams, Wright.  
Cllrs M Williamson and Bull  
(Cllr Howlett withdrew and was replaced by Cllr Gilzean)

#### **Recreation Advisory Group Members**

This is an advisory and not a decision making Committee.  
Cllrs. Gaunt, Howlett, B Johnson, Williams  
Cllrs M Williamson and Bull  
It was clarified that representatives of any groups using the Recreation Ground could be co-opted, not only sports clubs.

#### **Employment Panel Members**

Cllrs Gaunt, Howlett, Williams, J Williamson, Wright.  
(Cllr A Grant withdrew and was replaced by Cllr Gaunt)

### **15 / 8 APPOINTMENT TO OUTSIDE BODIES AND OF LEAD PERSONS FOR VARIOUS ACTIVITIES**

These were agreed as follows:

**Footpaths** –David Armstrong - Thanks were expressed to him for his hard work again this year.

**Community Association** – Cllr Gaunt.

**Library** – Cllr K Grant

**Twinning** – Pam Gooding.

**Trees** – Cllr K Grant

**Charities** – there are no appointments due to expire at present.

**Play Area Safety Checks** – Chattering play area - Cllr. Gaunt; Skate Park– Cllrs Bull and Rabbett;  
Waterbeach Play Area and Gault and new Exercise Equipment – Cllrs Bull and B Johnson.

## 15 / 9 APPOINTMENT TO WORKING PARTIES

Membership of working parties was agreed as follows:

**Skatepark:** Cllrs Gaunt, A Grant, P Johnson

**Cemetery:** Cllrs Bull, Gilzean, B Johnson, Shipp, B Williams, Wright

**Emergency Plan:** Cllrs Gilzean, P Johnson, J Williamson, Wright

**Toddler Play Group:** Cllrs Bull and Gaunt

**Neighbourhood Development Plan:** Cllrs Bull, Gaunt, Gilzean, K Grant, B Johnson, P Johnson, Williams, J Williamson, M Williamson plus a number of residents

**Grant Funding:** Cllrs Gaunt & P Johnson

## 15 / 10 RECREATION GROUND

- a. **1. Vertidrainage.** Some councillors questioned the effectiveness of vertidrainage and a number of technical questions were answered by the Senior Groundsman. It was clarified that some slitting is still taking place though not as often as in past years. Comments from the Colts Football were in favour and the club may be able to make a contribution to the cost. The recommendations from Mel Pooley, a recognised expert, were also taken into account.

It was **PROPOSED** that the council adopt the practice of vertidrainage the sports pitches on an annual basis.

**Proposed: Cllr Howlett**

**Seconded: Cllr Williams.**

An **AMENDMENT** was proposed that this be subject to a contribution from the Football club.

Proposed: Cllr K Grant

Seconded: Cllr A Grant

In favour: 4 Against: 8

Abstentions: 1

The amendment failed.

**A vote was then taken on the substantive motion**

**In favour: 7 Against: 3 Abstentions: 3**

The main resolution was therefore passed. i.e. it was **RESOLVED** that the council adopt the practice of vertidrainage the sports pitches on an annual basis.

**2. Grass seed.** A number of questions were answered by the Senior Groundsman who explained how the machine used means that seed is not left on the surface; games can be played after seeding provided the pitches on the seeded areas are not used intensively; obviously if there is no rain seed will not germinate.

It was **PROPOSED** that the purchase of grass seed and seeding of the recreation ground be carried out at the costs quoted – i.e. £1,160.

**Proposed: Cllr Williams**

**Seconded Cllr Howlett**

An amendment was proposed that in addition weed killer should be sprayed and the ground be treated with fertiliser and the grass seed then sown later when the weed killer and fertiliser have had time to act. It was estimated that the overall cost of the three stages could amount to £3,500 and it was agreed this could be paid out of s106 money as it is for the upgrading of sports facilities and that the Clerk be authorised to manage this and to report back to the council at each stage

Proposed: Cllr K Grant

The amendment was accepted by the proposer.

A vote was then taken on the revised motion

i.e. it was **RESOLVED** that the following operations be carried out on the recreation area: application of weed-killer, application of fertiliser, sowing of grass seed if needed. Progress to be reported back to the council. The costs to be covered from the S106 offsite sports funds held by the council.

**In favour: 9 Against: 2 Abstentions: 2**

**3. Wicket mower.** It was acknowledged that with ongoing discussions about the possibility of outsourcing work to contractors in the future, this was not the time to spend large sums on new equipment. The Clerk would however probably purchase a second cassette and

encouraged councillors again to provide her with contact information for suppliers where this could be obtained at a lower price than had been quoted.

Cllr Smart also supplied information about anti-vibration gloves which will be looked into in case this would mean that the old mower with the high vibration rate could be used.

- b. The **groundscare report provided by Cllrs Bull and Rabbett** was received and the Clerk will consider its contents in the preparation of her report to the Council.  
The Clerk is still happy to receive further input for her report from other councillors. It is likely that a separate meeting will be scheduled to consider this matter in due course.

#### **15 / 11 HOUSING DEVELOPMENTS**

- a. Cllr Bull read out the resolution passed last year regarding the conditions under which the Parish Council agreed to adopt the open spaces at CamLocks and explained that this could be impacted by the new planning application for the Cody Road development. As the new plans include the intention to install a toddler play area, this would affect the amount of money available for play areas under the draft s106 agreement. It was agreed that there are still too many unanswered questions to enable the Parish Council to make any further decision on this at the present time. The Clerk suggested that perhaps a meeting should be arranged between the interested parties.
- b. There was a long discussion about the matter of the proposed new major development on the barracks land and whether the Parish Council would wish it to be identified as part of Waterbeach or not. It was flagged up that Chittering should not be forgotten in this discussion. It was suggested that councillors should talk to parish councillors from the Stukeleys who were being affected in a very similar way by the Alconbury development. It was **RESOLVED** that the Parish Council does not currently support the village being joined to a major new town.

**Proposed: Cllr Williams    Seconded: Cllr Shipp**  
**In favour: 6            Against: 3            Abstentions: 4**

#### **15 / 12 RELOCATION OF THE POST OFFICE**

Cllr Bull left the room.

There was a wide-ranging discussion mainly about the issue of difficulty of access at the new proposed location.

At this point as it was now nearly 9.30 pm it was **RESOLVED** to continue the meeting beyond the two hour limit imposed by standing orders in order to complete the discussion of all matters on the agenda.

**Proposed: Cllr M Williamson    Seconded: Cllr J Williamson            Unanimous**

It was **RESOLVED** that the Council's formal response to the Post Office should be that it feels the post office service is vital and valued part of this community and therefore the move to a new location is supported but there are serious concerns about parking and access at the new location.

**Proposed: Cllr K Grant            Seconded: Cllr Williams            Unanimous**

#### **15 / 13 HEALTH AND SAFETY**

Cllr Bull returned to the room

It was suggested that the possibility of a railing being installed across the pavement at point of access between Denson Close and Vicarage Close be explored.

#### **15 / 14 OFFICER & COUNCILLOR REPORTS**

- i. **Parish Clerk**  
A report had been circulated and is attached to these minutes.
- ii. **County Councillor**  
Cllr Leeke had sent apologies that he could not attend.

- iii. **District Councillor(s)**  
Cllr Hockney was not present.  
Cllr P Johnson had submitted a written report which is attached to these minutes.
- iv. **Chairman**  
No report.
- v. **Library Officer**  
Cllr K Grant had submitted a written report which is attached to these minutes. She emphasized the potential difficulties anticipated with the school making increased use of the community room. She also supplied a copy of the LAP 2014/15 performance report which showed a good increase in the number of regular users.
- vi. **Tree Officer** – Cllr Grant asked the Clerk to check whether the fruit trees had been pruned.

### 15 / 15 WORKING PARTY AND PROJECT REPORTS

- a. **Skatepark**  
A report on the proposed drainage solution had been received.
- b. **Emergency Plan**  
A draft plan has been circulated. The next stage is to clarify who should be on the committee and how to disseminate information to residents. Cllr Rabbett offered to put this on the Community Association agenda.
- c. **Toddler Playgroup**  
A pre-planning application has been submitted.
- d. **Neighbourhood Plan**  
The public meeting had gone well. Contact lists have been created by some working group members and sent to the clerk who should now be able to submit the application this week.
- e. **Grant funding**  
Cllr Gaunt had given the clerk information about potential contractors for resurfacing the car park so that quotes can be obtained before applying for grant funding.
- f. **Cemetery**  
Cllr Gilzean commented that a number of residents had said how nice the Cemetery looks at the moment.
- g. **Urban & Civic**  
Planning applications are ready to go in for reviving use of various sports facilities.

### 15 / 16 ACCOUNTS

The Clerk was asked to circulate the Play Safety reports.  
It was **RESOLVED** to approve the payment of accounts for the month as set out in the schedule.  
Proposed: Cllr Wright                      Seconded: Cllr Bull  
In favour: 12                      Abstentions: 1 (Cllr Smart)

### 15 / 17 FUTURE AGENDAS

Not discussed.

### 15 / 18 EXCLUSION OF PUBLIC

*It was 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 asked that in the public interest the public and press be temporarily excluded from this meeting and were herewith instructed to withdraw.*

**Proposed: Cllr M Williamson.      Unanimous**

### 15 / 19 MEMBERS' INTERESTS

Cllr Williams indicated that nothing in item 15/21 was likely to require any members to declare an interest.

**15 / 20 CONFIDENTIAL MINUTES**

After a short discussion it was agreed that the Clerk would reissue the Confidential Minutes of the meeting of the Council held on 7 April 2015 in two parts so that those who had declared an interest and could not be permitted to see part of the minutes could nonetheless see the remainder of the confidential minutes. These minutes to be considered again at the next meeting.

**15 / 21 CONFIDENTIAL EMPLOYMENT MATTERS**

The remainder of the discussions concerned employees or former employees and the minutes can be found in the council's confidential minute book.

The meeting closed at 22.03 pm

Chair

Unapproved