

WATERBEACH PARISH COUNCIL

Minutes of the **Parish Council Meeting** held on **Tuesday the 7th of June 2022** at **7.30pm** in the Baptist Church, Waterbeach

THOSE PRESENT / APOLOGIES FOR ABSENCE

Present: Chair - Cllr. Clive Rabbett (CR); Vice Chair - Cllr. Jane Williams (JW); Cllr. Brian Williams (BW); Cllr Martin Howlett (MH); Michael Williamson (MW); Cllr. Mick Bavester (MB); Cllr. Cllr. Ivan Gilzean (IG); Cllr. Kate Grant (KG); Cllr. David Smart (DS); and Cllr. David Black (DB) Cllr. Nigel Seamarks (NS) (11)

Also Present: Clerk - Belinda Westwood (BAW); Assistant Clerk - Victoria Fowler (VF); Cllr. Paul Bearpark (PB); Cllr. Anna Bradnam (AB) and three members of the public

22/37

OPEN FORUM

A member of the public spoke on behalf of the bowls club. The bowls club working party met on the 10th of May, where a member of the bowls club was asked to produce the minutes. These minutes were circulated to Parish Council. The Chair of the working group amended the minutes to reflect the views of the Parish Council members and re-circulated the report. The bowls club were not happy that the original minutes had been altered. The Clerk has therefore uploaded a copy of both reports to the website, the bowls item will be discussed at the July meeting.

22/38

MEMBERS INTERESTS

Cllr. DB expressed an interest in item **22/43 I - GENERAL HOUSEKEEPING - BOWLS**

22/39

MINUTES OF THE LAST MEETING

The [minutes](#) of the meeting held on the 10th of May 2022 were approved with amendments which were made on the hard copy.

Proposed: Cllr. MH; Seconded: Cllr. BW; In Favour: 8 Against: 0 Abstain: 3

The [minutes](#) of the meeting held on the 3rd of May 2022 were approved with amendments which were made on the hard copy

Proposed: Cllr. MB; Seconded: Cllr. JW; In Favour: 8 Against: 0 Abstain: 3

1. To approve the payment of accounts for the past month.

Cllrs are asked to alert the Clerk in advance regarding any issues requiring clarification

Cllr. DS noted that the invoices were not in the office on the day he wished to see them, therefore he can not approve the accounts

NOTE: All Councillors are herewith advised that should they wish to see a copy of the accounts, that an appointment is made with Carol in advance to facilitate this.

Proposed: Cllr. MW; Seconded: Cllr. BW; In Favour: 6 Against: 3 Abstain: 2

2. To agree any further invoices presented to Council that are not on the schedule, if any / including
 - a. Human Capital Department

Proposed: Cllr. MW; Seconded: Cllr. BW; In Favour: 6 Against: 3 Abstain: 2

3. To note the bank reconciliation for April 2022 and the bank totals for May 2022 will be available after the year end accounts have been closed off on scribe.
4. To approve member changes to the Unity Bank Account

Removal from the Bank Account: Barbara Bull; Peter Johnson

Additions to the Bank Account: Cllrs. Martin Howlett; David Black

MH Proposed: Cllr. CR; Seconded: Cllr. MB; In Favour: 10 Against: 1 Abstain: 0

DB Proposed: Cllr. KG; Seconded: Cllr. MW; In Favour: 11 Unanimous

- o [Updates on - U&C](#) can be seen here.
- o Update by Cllr. JW to ask for Council's approval to draft a response in respect of the TTRO received with short notice. It was agreed that Cllr. JW would submit her comments on behalf of the Council. Cllr. JW also gave an update on GCP to inform Councillors of the consultation on the 9th June, inviting Councillors to comment on the application.

Proposed: Cllr. CR; Seconded: Cllr. MW; In Favour: 11 Unanimous

The Grant Application made by Waterbeach Baptist Church for £1000.00 to aid in hosting the holiday club was awarded.

Proposed: Cllr. KG; Seconded: Cllr. JW; In Favour: 11 Unanimous

22/43 A GENERAL HOUSEKEEPING - CEMETERY

A [report](#) from the cemetery working party was received.

- *Repair lychgate - front corner, gutter also needs repair at that point
- *Repaint lychgate woodwork
- *Replace cracked glass
- *Repair the bier - distance to the new part of the cemetery
- *Rebuild gatepost
- *Install bench at the cemetery as previously agreed
- *Order additional plinths

The works have been agreed:

1. Purchase 15 new plinths

Proposed: Cllr. CR; Seconded: Cllr. IG; In Favour: 11 Unanimous

2. To agree working group explore options to deter dumping

Proposed: Cllr. CR; Seconded: Cllr. JW; In Favour: 11 Unanimous

3. Install an enclosed skip

The clerk will ask Amey and Denabin for an annual quotation

Proposed: Cllr. JW; Seconded: Cllr. CR; In Favour: 11 Unanimous

4. Remove rubble soil heaps

To be added onto the works required for the green and get one quotation for all works.

5. Several tree issues identified both in cemetery and within Parish. To agree a proposal - WPC contracts a vendor for a fixed period to take on tree maintenance for the ensuing election period.

Proposed: Cllr. CR; Seconded: Cllr. IG; In Favour: 11 Unanimous

Note - As soon as the supplier is selected a tree application needs to be applied for asap.

The Groundsman will supply the trees siting listing so that the suppliers can be approached

22/43 B GENERAL HOUSEKEEPING – NEIGHBOURHOOD PLAN

Cllr. BW gave a brief description of the intent of supplying some training to all councillors, which will be delivered by NP consultant, see the [support proposal](#). Victoria will be included in the training as it encapsulates the planning processes. The support proposal was agreed.

Proposed: Cllr. NS; Seconded: Cllr. JW; In Favour: 11 Unanimous

22/43 C GENERAL HOUSEKEEPING – GROUNDS EQUIPMENT

An update was shared to say that the insurance company are still in the process of finalising the claim, it was noted however that since the delay in purchasing grounds equipment has been detrimental to the daily activities of the groundsman, we have approached James Fisher to ascertain if S106 funds are available to cover costs of purchasing equipment, we have had no response yet. The Chair therefore suggests that the PC apply for a loan to cover the costs, Cllr. MW has said that a loan may not be a viable option, but that there may be reserve funds available which could be an option, he further suggests that the PC look to appoint our own loss adjustor. It was agreed to investigate the best option to supply equipment as soon as possible.

Proposed: Cllr. CR

Seconded: Cllr. MB;

In Favour: 10

Abstain: 1

The grounds equipment topic caused a divide amongst councillors where a heated discussion ensued, resulting in the chairman addressing a confidential staffing matter. Shortly after the conversation was started Cllr. BW pointed out that the confidential discussion was taking place in an open forum. The public were asked to leave the room and the Chair informed the Councillors of a potential legal issue which won't be noted here because of the confidential nature.

Meeting resumed

22/43 D GENERAL HOUSEKEEPING – SPORTS PAVILION & RECREATION GROUND

1. To note that the roof repairs are presently underway.

To agree funding for renovation works as identified in [report](#). **Deferred until after the rec users meeting**. Panel to meet at sports pavilion to assess the works needed and report back to council. Inspection agreed.

Proposed: Cllr. CR

Seconded: Cllr. NS;

In Favour: 11

Unanimous

2. WPC have agreed to pledge the funding shortfall for the Chittering play park project, as seen in the report. Other funding avenues are being explored.

Total project costs equate £32,261.10, of which funding for £ 20 000.00 has been applied for from the Amey fund. The balance of the project costs remains **£12,261.10** Which Waterbeach Parish Council has pledged to cover should no other funding be secured.

Proposed: Cllr. NS

Seconded: Cllr. KG;

In Favour: 11

Unanimous

22/43 E GENERAL HOUSEKEEPING – VILLAGE GREEN

To agree a tidy up, re-grass earth works and removal of soil.

Deferred till July Meeting

22/43 F GENERAL HOUSEKEEPING – OLD FIREHOUSE

To agree works needed for a replacement wooden door.

Deferred till July Meeting

22/43 G GENERAL HOUSEKEEPING – COLTS

To discuss and agree:

Set up new terms and rates contractually with the COLTS

Insurance consequences around access to the equipment store

Access to the equipment store to be validated and monitored

Deferred till July Meeting

22/43 H GENERAL HOUSEKEEPING – FINANCE

To receive an update from the finance team on end of year finances.

Deferred till July Meeting

22/43 I GENERAL HOUSEKEEPING – BOWLS

1. To receive an [update](#) from the working group, and to view plans.

2. To discuss and agree proposal.

3. To note the [Floorplan](#) and [Footprint](#)

Deferred till July Meeting

22/43 J GENERAL HOUSEKEEPING – EMPLOYMENT

To receive an update from the employment panel. Deferred till July Meeting

Deferred till July Meeting

22/43 K GENERAL HOUSEKEEPING – OFFICE

To note that a booklet will be circulated via e-mail with standing orders, code of conduct, and any other relevant documents, please familiarise yourself with these. Councillors are asked to adhere to office hours, and schedule meetings in advance to assist with the continuing high workloads being experienced by officers.

Deferred till July Meeting

22/44 ENGAGING A SOLICITOR

It was agreed that we engage a solicitor to advise the Parish Council in regards to health and safety issues in regards to the Groundsman.

Proposed: Cllr. CR

Seconded: Cllr. MH;

In Favour: 11

Unanimous

22/45 CO-PTION

WPC have four Councillor vacancies available, see [details](#) for all applications.

Deferred till July Meeting

22/45 OFFICER & COUNCILLOR, COMMITTEE AND GROUP UPDATES

An updates was received from the [County Councillor](#) and [District Councillors](#).

22/46 HEALTH & SAFETY

To receive updates (if any)

Deferred till July Meeting

Meeting Close 10:05