

## **WATERBEACH PARISH COUNCIL**

Minutes of the **Parish Council Meeting** held at **7:30 PM on Tuesday the 1<sup>st</sup> November 2022**  
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 Michael Williamson (MW), Cllr. Ivan Gilzean (IG), Cllr. Martin Howlett (MH), Cllr. David Smart (DS), Cllr. Bruce Overhill (BO), Cllr. David Taylor (DT), Cllr Judith Rippeth (JR), and Cllr Anna Bradnam (AB) - (11).

**Apologies:** Cllr. Kate Grant (KG); Cllr. Mick Bavester (MB).

**Also Present:** Assistant Clerk – Victoria Fowler (VF) and 4 members of the public.

The Chair opened the meeting and welcomed the two new councillors to their first official meeting, Cllrs. D Taylor and B Overhill.

### **22/93 OPEN FORUM**

The secretary of the Bowls Club stated that an email was sent on the 1<sup>st</sup> November 2022 to the Parish Council regarding the S106 funding for the Bowls Pavilion project, which was also copied to the local MP. To avoid the covid hike, estimated to be around £30k, the bowls club have applied for a grant from Cambridge Community Fund for up to £30k to supplement this. The initial award was made in 2018 when £333,000 in sports funding was allocated with £103,000 for the bowls pavilion project and the remaining for the car park and re-surfacing project. Since then, the S106 funding has been amended many times. In applying to the Cambridge Community Funds Amey, in September 2022 for a grant of up to £30k, the criteria has to include a letter from WPC endorsing the £170k of S106 funding that was confirmed by WPC councillors at both the working party meetings in 2020 and 2022. A request was made that WPC confirm this in writing to the Cambridge Community Fund, prior to the 11<sup>th</sup> November 2022 to fall within the grant submission deadline - **action Clerk/Assistant Clerk**. Cllr CR noted that this item is listed on the agenda under item 22/99.

A member of public expressed their disappointment in the Council, that the Chittering play area was not on the agenda for this meeting and asked why. VF added that it was discussed at the Rec Users meeting on the 26<sup>th</sup> October and that the agenda had already been issued, as such, it was going to be added to the December Full Parish Council agenda. It was added that some comments made at the previous meeting had not been included within the minutes. The member of public noted that they had contacted the grant funding body regarding the Chittering play area, adding that no application had been received for funding from the Parish Council.

Cllr MW wished to understand who thinks they submitted grant fund, the member of public shared their disappointment that the grant from the October Fund had not been obtained. Cllr CR noted that as the Clerk was not present questions could not be answered. It was agreed that this would be raised with the Clerk upon her return from annual leave – **action VF/Cllr CR.**

Cllr DS suggested that we could hold an extraordinary meeting to make an agreement regarding the funding to get the work progressed, Cllr CR stated that we need to speak with the Clerk to understand what has happened, adding that no one is trying to stop the play area.

## **22/94 MEMBERS INTERESTS**

Cllr MW declare and interest in agenda item 22/98.

## **22/95 MINUTES OF LAST MEETING**

The [minutes](#) of the Extraordinary Meeting held on the 27th September 2022 were **approved** as a true reflection.

***Proposed: Cllr. JW; Seconded: Cllr. MH; In Favour: 5; Against: 0; Abstention: 3***

The [minutes](#) of the 4th October 2022, were **not approved**, VF took note of the amendments that need to be made and will update the minutes for them to come back to the next Full PC meeting in December for approval. **Action VF/Clerk.**

VF reminded all Councillors that any amendments to the minutes should be sent to the Clerk or Assistant Clerk ahead of the meeting, so that time is not taken up during a meeting discussing changes, adding that the Clerk has also already requested this.

## **22/96 ACCOUNTS**

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

Cllr MW noted concern regarding spending on items 259 and 265, adding that this area of the budget is overspent, and that the budget needs to be authorised, or we need to understand what the spending is. Cllr MW added that he is aware this is confidential, and cannot be discussed, but stated that spending over £1000 requires authorisation. Cllr BW added that the Employment Panel cannot authorise the spending. Cllr IG queried item 270, Cllr CR informed that this will be paid for once the insurance pay out comes. Cllr IG raised item 284 as a large expenditure. Cllr BW reminded Councillors that these concerns need to be raised to the Clerk ahead of the meeting, not during.

Cllr JW noted that any concerns regarding the accounts should have been raised ahead of the meeting, to save time during the meetings. It was noted that this week due to staff annual leave, the office was not open on the Tuesday of the meeting, as such, councillors were not able to review the accounts.

**Proposed: Cllr. MW; Seconded: Cllr. JW; In Favour: 6; Against: 3; Abstention: 0**

**In favour – Cllrs MW, MH, BW, JW, DT and CR**

**Against – Cllrs BO, DS, and IG**

Cllr BW noted that it would be good to know the argument for voting against payment, as eventually suppliers may stop providing services if payment is not made. Cllr DS added that there is no money coming back in from the insurance as yet.

2. No further invoices were presented.
3. The bank reconciliation for August 2022 and the bank totals for October 2022 were noted.

## **22/97 RECREATION USERS GROUP UPDATE**

### **1. To receive an update from Chair of recreation facilities:**

Cllr DS reported that a Rec Users meeting had taken place on the 26<sup>th</sup> October 2022 with the minutes to be distributed shortly. Cllr DS stated that it is now a matter of getting jobs done, and ticking them off the list as we go. Cllr JW added that the work has already been agreed, so it can be undertaken. Cllr CR stated that the money has been agreed to get the work completed. **Action VF** – circulate list to all councillors of work to be completed and action.

### **2. Source a list of all users of the recreation facilities for training and game fixtures:**

A list of rec users was circulated.

### **3. To present the ROSPA Report:**

Cllr CR stated that a ROSPA report has been circulated, which shows a list of repair work required to the play areas and equipment, with ratings to show which is more urgent. It was proposed that the Assistant Clerk would contact Wicksteed and ask them to provide a quote of all work that needs to be undertaken, and where necessary, items that should be replaced rather than fixed, if it proves to be more cost effective. It was further noted that when Wicksteed come and quote for the work, 2 councillors should be present, to question whether items do need to be replaced.

**Proposed: Cllr. CR; Seconded: Cllr. IG; In Favour: 9; Against: 0 Abstention: 0**

### **4. To receive a proposal about replacement of toddler play equipment after inspection:**

VF reported that following the last Rec Users meeting, it was agreed to send out all the design proposals (to replace the old half pipe) to the local play groups and the primary

school. This would also be added to the WPC Facebook page, in order to get a better idea of what people would like to see installed. Following responses, this item would then go back to a Rec Users meeting ahead of a Full Council meeting.

**5. To agree an inspection of all areas:**

It was proposed that an inspection of all green areas (including; cemetery, gault, green, recreation ground and all play areas) is undertaken by all Councillors in the Spring of 2023 when there is more daylight.

**Proposed: Cllr. CR; Seconded: Cllr. BW; In Favour: 9; Against: 0 Abstention: 0**

**6. To agree a fixed price for rental of sports facilities from April 2023:**

It was agreed that this should be discussed deeper at the next Full Council meeting. It was reported that many of the clubs do a lot of work around the recreation themselves which means that they incur costs that maybe are not considered when talking about rising the price of rental. Cllr C noted that the fields need feeding and aerated, which is also a large cost. Cllr BW suggested that the cost is frozen, given the current economic climate. It was agreed that this would come back to the December Full Council meeting to be discussed in depth. **Action Clerk** – to include on December agenda.

**7. To discuss the Sports Pavilion updates required and agree work to be done:**

See agenda item 22/97 – 1. Agreed, work is to be carried out.

**22/99 TILLAGE HALL**

The Tillage Hall contract is up for renewal, in respect of the lease.

It was noted that the contract that was circulated ahead of the meeting, was the version that from the Tillage Hall committee to the Councils' solicitors, therefore it now requires the Council to go to their solicitors and get any comments that the solicitors might have, following which, a group of Councillors would then need to work with the solicitors to make any amendments, which would then be put back in front of the Tillage Hall solicitors for ratification.

Currently missing from the lease is a plan, of which areas who is responsible for.

It was proposed that a small working group is formed to look at the contract for the Tillage Hall to ensure that it is fair and appropriate. Cllrs IG and JW agreed to form a working group – **action Cllrs IG and JW to meet and discuss.**

**Proposed: Cllr. BW; Seconded: Cllr. CR; In Favour: 8; Against: 0 Abstention: 1\***

\*Cllr MW wished to abstain.

**22/99 BOWLS PAVILION**

It was suggested that an informal group is needed in order to meet with the Bowls club to determine what needs to be done and where we are going with the project. Cllrs IG

and DS agreed to form a working group to discuss the bowls pavilion with the Bowls club. It was noted that Cllr KG may also wish to be added to the group.

The Bowls club seek confirmation of the funding with Amey (as discussed under agenda item 22/93).

It was questioned as to why the Bowls Club have sought funding themselves from Amey, as the Pavilion will be on Parish Council land and owned by the Parish Council, therefore the application should be going through the Parish Council. It was agreed that this would be discussed by the working group and feedback will be given to the Full Parish Council meeting in December – **action Bowls working group** to provide updates at December full PC meeting.

Proposal – to form a small working group to meet with the Bowls Club members to discuss how to move the project forward.

**Proposed: Cllr. CR; Seconded: Cllr. BW; In Favour: 8; Against: 0 Abstention: 1**

## **22/100 REQUESTS FOR USE OF PARISH LAND**

1. Requests were received.

The following agenda items were approved;

1a. Waterbeach Feast to be held on the Village Green and the Gault on Saturday the 10th of June 2023.

1b. Carols on the Green to be held on the Green on Saturday the 24th of December 2022

2. Pop up Santa Event to be held on the Village Green on Sunday the 18th of December 2022.

3. Dog Show to be held on the Recreation Ground on Sunday the 25th of June 2023.

**Action – Clerk/VF** to go back to individuals with confirmation.

**Proposed: Cllr. CR; Seconded: Cllr. BW; In Favour: 9; Against: 0 Abstention: 0**

## **22/101 APPOINTMENT OF PARISH COUNCIL TRUSTEES**

It was noted that the Parish Council are appointing a representative, and not a trustee for all items under agenda number 22/101.

To appoint a new representative to the Military Heritage Museum – this remains un-appointed.

To appoint a new representative to the AMEY – Cllr MW agreed to be appointed as representative.

To appoint a new representative to the Community Association – It was noted that Cllr MB has previously been the representative for the Community Association, as he was not present, VF will contact Cllr MB to ask whether he wishes to remain as the representative **action VF**.

Cllr MW noted that the Parish Council should also make another appointment for a representative for Waterbeach United Charities. As this was not on the agenda, it was agreed to add this to the December Full Parish Council meeting – **action Clerk**.

## **22/102 OFFICER & COUNCILLOR, COMMITTEE AND GROUP UPDATES**

It was noted that reports have been received from the County Councillor and District Councillors. Cllr AR noted that if anyone had any questions, that could email her directly. No further comments were made regarding the reports.

The question was asked as to when the next Highways meeting would be held, Cllr IG noted that he was trying to arrange one, and would welcome suggestions for agenda items.

The ongoing issue of COND 30 was raised, and it was noted that this was being discussed within the monthly planning meetings. Cllr MW added that he had circulated a press release from CCC which stated that buses would use the car park for pick up and drop off. Further concerns of safety along the A10 were to be taken to the next Highways meetings.

Cllr JW requested that Cllr DS email her a list of all concerns regarding COND30, so that she may address them at the planning meeting.

## **22/103 HEALTH & SAFETY**

Concern was raised about the acoustics within the Baptist Church for those with hearing impairments, making it difficult for some Councillors to hear what is being said during meetings. Suggestions were made to change location of meetings. VF noted that the Old Pavilion has previously been suggested, however this was rejected for reasons of accessibility. The Tillage Hall was suggested as an alternative meeting place, which also offers off road parking. **Action – Clerk/VF** to look into booking the Tillage Hall for all future PC meetings.

It was noted that there was an agenda item at the previous meeting to discuss how rat droppings could be cleared up with the use of a pressure washer. It was stated that this could cause health problems, as it would mean that the rat urine would then be airborne and could be inhaled. An alternative solution was mentioned, whereby high-grade bleach is used on the rat droppings, before it is scrapped up using protective equipment. This suggestion was also deemed hazardous due to the use of bleach. Currently the area in questioned is laid with gravel, which is hard to keep clean. It was agreed that quotes would be obtained to re-surface the area with slabs or concrete, in order that the maintenance of the area is improved - **action VF**.

Concern was raised regarding visibility at Box Tree Cottages. It was agreed that this should come under Highways, Cllr IG agreed to add it to the Highways agenda - **action Cllr IG. Action VF** – write a letter to Box Tree and request that they cut back the hedges, stating that they overhang the pathway and block visibility.

Issues were raised regarding the removal of bollards along Vicarage Close/Denson Close, which used to slow cyclists down, as mobility vehicles could not get through. However, since the removal, cyclists speed through and accidents have already occurred. Cllr AB noted that a similar issue occurred in Milton, and that she would provide WPC with the specifications of the clamp rails that were installed there, as it allows larger cargo bikes through - **action Cllr AB**. It was further noted that due to this location being District Council land, their permission to re-install another item.

**Action IG** to add the issue along Vicarage Close/Denson Close to the next Highways agenda.

Meeting closed: 21:20.