

# WATERBEACH PARISH COUNCIL

Minutes of the Parish Council Meeting held at 7:00 PM on Tuesday the 6<sup>th</sup> December 2022 in the Baptist Church, Waterbeach

## 7:00PM REMEDIATION BRIEFING TO WATERBEACH PARISH COUNCIL FROM U&C

Details of the remediation briefing by U&C can be found [here](#).

### 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. Mick Bavester (MB); Cllr. Cllr. Ivan Gilzean (IG); Cllr. Martin Howlett (MH) and Cllr. David Smart (DS); Cllr. Kate Grant (KG); Cllr. Bruce Overhill (BO); and Cllr. David Taylor (DT) (11)

**Apologies:** (0)

**Also Present:** Clerk - Belinda Westwood (BAW); Groundsman – Robert Pinion (RP); Assistant Clerk Victoria Fowler (VF) Via Zoom; and 9 members of the public.

## 22/105 OPEN FORUM

A resident enquired as to the placement of the Zip Wire, which was discussed later in the meeting, and also gave an update from the working party on Chittering Play Park, which is detailed under item 22/111. Another resident spoke about the Bowls Pavilion renovations, which will be detailed under item 22/112.

## 22/106 MEMBERS INTERESTS

No interests were declared.

## 22/107 MINUTES OF PREVIOUS MEETINGS

The minutes of the Extraordinary Meeting held on the 15<sup>th</sup> November 2022 were approved as a true reflection.

**Proposed: Cllr. CR; Seconded: Cllr. BW; In Favour: 9; Against: 0; Abstention: 2**

The minutes of the Parish Council Meeting which was held on the 1<sup>st</sup> November 2022 were approved as a true reflection.

**Proposed: Cllr. MW; Seconded: Cllr. DT; In Favour: 9; Against: 0; Abstention: 2**

1. The accounts for the past month, were approved for payment. It was noted by the Finance Chair at the finance meeting that the consultant fees regarding HR were unusually high, causing concern for Cllr KG.

*Proposed: Cllr. MW; Seconded: Cllr. MB; In Favour: 7; Against: 0; Abstention: 4*

2. The quotation for the hard standing between the grounds store and the Tillage hall was approved.

*Proposed: Cllr. DT; Seconded: Cllr. MB; In Favour: 6; Against: 2; Abstention: 2*

3. The bank reconciliation for October 2022 and the bank totals for December 2022 were noted. Cllr. KG requested that Finance are to produce receipts for payments into the PC accounts ahead of meetings. Cllr. IG requested sight of the order book, the clerk explained that all finances are on scribe, and that appointments are to be made with the finance officer to see these details.

To agree the location and installation works for the zipwire.

**Resolution:** *To ask for quotations on wooden Zip Wire, along with a mobility ramp, details of which has been circulated by Cllr. B Williams. A resident enquired as to why the public have not been consulted on this.*

**Action:** *VF to ask for new quotations, which will go back to council once received.*

*VF to set up a site meeting inviting all Councillors to agree the siting.*

To agree the projected works and schedule of the play park refurbishment.

The working party proposed that the PC remove the fence around the Play park and to cut the conifers to the boundary before work on playground begins, they further proposed that the current application to the October fund is withdrawn and a new one to cover work on the verge and installation of safety barriers, which the parish will need to pay for, is submitted.

**Resolution:** *The Council agrees that:*

1. To write to the homeowner, stating that if the trees aren't cut back promptly, the PC will cut it on their behalf.
2. Following this, the trees will be cut back.

3. The Fence will be removed (saving the material for reinstating the fence once the treework is complete)
4. Re-instate the fence on the actual boundary, cutting back anything that overhangs PC land.

**Costing Breakdown Agreement:**

Including the Matting	£ 27 000.00	
	£ 20 000.00	Received in funding
	£ 2 000.00	Received in Funding
	£ 2 200.00	Shortfall – Third Party Contribution
	£ 7 700.00	Shortfall - Cover pledged by WPC
	£ 7 000.00	The Pc Agree to set aside for Tree Works
	£ 10 000.00	The PC agree to set aside this fund for maintenance on current equipment

**Action:** VF to arrange for fence removal and tree works quotations to the play park, works to commence asap, write to the homeowner to inform them of tree work being done. BAW to look at cancelling the current October fund application and re-submitting a new one for works on the verge and safety barriers at the site.

Standing Orders were suspended to allow a member of the public to speak.

**22/111 BOWLS PAVILION**

To receive a report with a recommendation as to a way forward on the Bowls Pavilion project.

**Resolution:** *The finance team to look at available funding for this project, and to submit this at the January meeting to the Council.*

**Action:** *Cllr. IG of the Bowls working party will provide their report to the Council at the January meeting. The report needs to detail: Agreed Building specifications, the project timeline, and the associated costs. Only after that can a planning application be re-submitted.*

Standing Orders were re-instated.

**22/112 PAVILION AND GROUNDS WORKS**

1. To agree the quotation for the hard standing under the Wheelie Bin behind the Tillage Hall.

**Resolution:** *The hardstanding was agreed.*

**Action:** *VF to place order.*

2. To agree the quotation for replacement fence at the Bowls Pavilion.

**Deferred:** *January 2023*

3. To note the required works schedule.

**Deferred:** *January 2023*

## **22/113 VACANCIES AND REPRESENTATIVES**

To appoint a representative to Waterbeach United Charities, and to note the proposed merger of WUC and WTC.

**Resolution:** *Cllr. KG will be introduced to the WUC as our representative, thank you Kate!*

*The Merger was noted.*

**Action:** *BAW has introduced Cllr. KG via mail, and communicated to the Charity.*

The following councillor representation have been agreed:

Group	Vacancies Remaining	Welcoming Councillor
Finance	0	Ivan Gilzean
Highways	0	David Smart, Bruce Overhill
Rec Users	x 1	No New Placements
Communications	x 2	No New Placements

## **22/114 OFFICE CLOSURE**

To note that the office will be closed from the 22<sup>nd</sup> of December 2022, until the 2<sup>nd</sup> January 2023, therefore the January meeting would need to be postponed, and a new date to be confirmed.

**Resolution:** *The office closure was noted and will be published. The January meeting was agreed for the 10<sup>th</sup> January 2023.*

**Action:** *BAW to update website and noticeboard.*

## **22/115 ANNUAL SUBSCRIPTIONS**

To agree the Ground Maintenance Association Annual Renewal £164.35

To agree the SLCC Annual Renewal - £250.00

**Resolution:** *Both affiliation subscriptions have been agreed.*

**Action:** *CW to make payment to both.*

*Proposed: Cllr. MW; Seconded: Cllr. BW; In Favour: 11; Against: 0; Abstention: 0*

Meeting extended until 9:45

**22/116 OFFICER & COUNCILLOR, COMMITTEE AND GROUP UPDATES**

Cllr. AB read her report, which can be seen [here](#), and the District report can be seen [here](#). Cllr. KG will be sending out the Library report via mail.

**22/117 HEALTH & SAFETY**

1. Repair works resulting from ROSPA inspection.

**Resolution:** *ROSPA report repair works are agreed.*

**Action:** *VF to order the works commence.*

**Proposed:** Cllr. KG; **Seconded:** Cllr. MH; **In Favour:** 11; **Against:** 0; **Abstention:** 0

2. Repair works to the skatepark lights resulting from vandalism.

**Resolution:** *Vendor to make safe and re-visit long term solution in January..*

**Action:** *VF to order the works commence.*

**Proposed:** Cllr. KG; **Seconded:** Cllr. MH; **In Favour:** 11; **Against:** 0; **Abstention:** 0

**22/118 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) At 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 herewith instructed to withdraw. 22/118 CONFIDENTIAL STAFFING MATTERS Details Circulated to Councillors.

**22/118 CONFIDENTIAL STAFFING MATTERS**

A confidential update was given on payroll matters.