

WATERBEACH PARISH COUNCIL

Minutes of the **Annual Meeting of the Parish Council** which was held at 7:30 PM on Monday the 2nd of May 2023 in the Parish Office, Recreation Ground, Waterbeach.

23/01 ELECTION OF CHAIR

Cllr. Clive Rabbett was proposed by Cllr. Brian Williams, and seconded by Cllr. Martin Howlett (7)

Cllr. Ivan Gilzean was proposed by Cllr. David Smart and seconded by Cllr. Bruce Overhill (4)

Papers were handed out and votes were tallied: the results are recorded as 7 votes in favour of Cllr. Rabbett, and 4 Votes in favour of Cllr. Gilzean. Cllr. Rabbett was elected as the continuing chair and accepted the position.

23/02 THOSE PRESENT / APOLOGIES FOR ABSENCE

Chair – Cllr. Clive Rabbett (CR), Vice Chair – Cllr. Jane Williams (JW), Cllr. Brian Williams (BW); Cllr. Martin Howlett (MH); Cllr. Mick Bavester (MB), Cllr. Ivan Gilzean (IG); Cllr. Kate Grant (KG); Cllr. David Smart (DS); Cllr. Bruce Overhill (BO), Cllr. Michael Williamson (MW) and Cllr. David Taylor (DT) (11)

Also in attendance: Clerk Belinda Westwood, CAPALC Representative Libby White, and County Cllr. Paul Bearpark

23/03 ELECTION OF VICECHAIR

Cllr. Jane Williams was proposed by Cllr. Rabbett and seconded by Cllr. Bavester (7)

Cllr. Ivan Gilzean was proposed by Cllr. Smart and seconded by Cllr. Grant (4)

Papers were handed out and votes were tallied: the results are recorded as 7 votes in favour of Cllr. Williams, and 4 Votes in favour of Cllr. Gilzean. Cllr. Williams was elected as the continuing vice chair and accepted the position.

23/04 OPEN FORUM

No members were present.

23/05 MEMBERS' INTERESTS

No Interests were declared.

23/06

APPOINTMENT OF COMMITTEES

Committee / Panel	Chair	Members	Rules
Full Council Chair	Clive Rabbett	All Councillors make up the Parish Council	
Vice Council Chair	Jane Williams	All Councillors make up the Parish Council	
Planning Committee	Jane Williams	DT, CR, IG, JW, MB, MW, KG, DS, BO	Clive proposed that the planning committee members are reduced to 9 members, Michael seconded the proposal, in favour, IG, DT, BW, MW, CR, JW, MH, MB, Against KG, BO, Abstain DS Motion carried
Finance Committee Review tor and set up quarterly meetings	Michael Williamson	Clive Rabbett, Jane Williams, Kate Grant, David Smart, Ivan Gilzean, Bruce Overhill	Brian Proposed Michael, Clive seconded, Uncontested, MW accepted
Highways Committee to review the terms of reference to a transport committee	Ivan Gilzean	Clive Rabbett, Jane Williams, Brian Williams, Mick Bavester, Ivan Gilzean; David Smart	Jane Proposed Ivan, David Smart seconded, uncontested IG accepted
Recreation Committee to Recreation and open spaces review Tor and include chittering	David Smart	Clive Rabbett, Jane Williams, Brian Williams, Mick Bavester, Martin Howlett, David Smart, David Taylor	Kate proposed David, Ivan Seconded, uncontested, DS accepted
Employment Panel			This will be re-visited at a separate meeting.
Cemetery Panel	David Smart	Clive Rabbett, Jane Williams Ivan Gilzean, Kate Grant,	uncontested, DS accepted
Communications	Michael Williamson	Clive Rabbett, Jane Williams Ivan Gilzean, Kate Grant	uncontested, MW accepted

23/07

TERMS OF REFERENCE REVIEW

- [Planning Committee](#) To be updated
- [Finance Committee](#) To be updated
- [Highways Committee](#) To be updated after first meeting
- [Rec Users Group](#) To be updated after first meeting

HR / Employment committee- Circulate NALC Guidance to all councillors for the June Agenda.

To accept all members and chairs of the committees as said on the above list.

Proposed by Cllr. CR, Seconded by Cllr. JW, Unanimous, motion carried

23/08

WORKING PARTIES

Cemetery Working Party

Standing orders suspended to allow Anna Bradnam to speak 20:43

Standing orders resumed – 20:45

It was agreed to deal with the cemetery working party at a separate Parish Council meeting.

Cllr. Ivan Gilzean will volunteer to the working party, Cllrs. DT, KG, JW and CR will form the party, that Cllr. IG will chair.

Communications Group – To discuss at future meeting.

Grant / S106 Group – To discuss at future meeting.

Standing orders suspended: 20:58 to allow anna Bradnam to speak.

Standing orders re-instated: 21:02

23/09

KEY DOCUMENTS

To note and agree:

- [Standing Orders](#)

It was agreed that the standing orders be amended to say that the agenda will be placed in one (1) notice board. The notice of the meeting must be displayed on a notice in a conspicuous place, the up to date standing orders were updated in April and will be circulated again after amendments.

In Favour; Cllrs. CR, JW, MH, MB, MW, Against KG, DS, BO, IG, Motion carried

Standing orders were suspended for a third time again, to allow Anna Bradnam to speak 21:10

A discussion ensued, and standing orders were re-instated at 21:13

- [Financial Regulations](#)

Look at the updated copy and circulate, to the finance meeting

Unanimously carried

- [Protocol on Informal Engagement](#)

Unanimously carried

- [Complaints Procedure](#)

Will look at the updated version, circulate, and bring back for agreement

- [Asset List](#)

Will look at this at the finance meeting

23/10

OFFICER & COUNCILLOR, COMMITTEE AND GROUP UPDATES

Reports from [District & County Councillors](#) were heard.

Meeting extended for 10 Minutes

23/11

HEALTH & SAFETY

No lights at the bottom of the rec, electricity box moving to the office, holes from lights in the ground need filling up, risk assessment from people on St Andrews hill. On the football court there is usage of drugs. Notices for the parks to say no dogs allowed.

Meeting closed 21:45