

Waterbeach Parish Council



Minutes

Minutes of the **Parish Council Meeting** held at **7:30PM on Tuesday the 7th of November 2023** in the Parish Office.

Waterbeach Parish Council observed a minute's silence to honour the passing of a former chair and beloved village resident Norma Kay. Our deepest sympathies are with Cllr. Jenny Newall and the rest of Norma's family during this difficult time.

7:30PM

THOSE PRESENT / APOLOGIES FOR ABSENCE

Present: Chair - Cllr. Clive Rabbett (CR); Cllr. Jane Williams (JW); Cllr. Brian Williams (BW); Cllr. Nigel Seamarks (NS); Cllr. Cllr. Ivan Gilzean (IG); Cllr. Martin Howlett (MH); Cllr. Clody Howlett (CH); Cllr. Mick Bavester (MB); Cllr. Kate Grant (KG) and Cllr. Alice Grant (AG) (10)

Also Present: Clerk- Belinda Westwood (BAW); Locum Clerk- Libby White (LW); Locum RFO- Kate Palmer (KP) and one member of the public.

Apologies: Cllr. Michael Williamson (MW) and Cllr. Jenny Newall (JN) (2)

23/88

OPEN FORUM

A member of the public spoke about a Health and Safety issue under Item 23/102, mentioning the constant fly tipping and dangerous parking situation at Chittering Play Park. This issue was discussed under the relevant Item.

23/89

MEMBERS INTERESTS

No interests were declared.

23/90

ACCOUNTS

a) The [payment of accounts](#) for the past month was approved, some edits were suggested:

238 DDS Chek to be changed to DBS Check

283 Internal to be changed to External Auditor

It was agreed that the Clerk would send a formal letter to the preceding Clerk requesting the cancellation of the debit orders for Microsoft and Zoom from her personal account. The Debit orders will be and set up using the WPC card by the finance team.

The Finance officer to issue an invoice to the COLTS Football club for the smart water dispersal.

Proposed: CR;

Seconded: BW;

In Favour: 7;

Abstain: AG;

Object: KG, IG

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- b) No further invoices were presented.
- c) The [bank totals](#) were noted, it was requested that the bank statement for the preceding month be included, but it was established that our financial software does not allow this.
 - To send an explanation to Councillors regarding the high electricity bill for the Sports Pavilion.

23/91 APPROVAL OF MINUTES

The minutes for the 5th of September 2023 were approved.

Proposed: JW; Seconded: MB; In Favour: 6; Abstain: AG; KG; NS; Object: IG

The minutes for the 3rd of October 2023 were approved.

Proposed: MH; Seconded: IG; In Favour: 6; Abstain: AG; KG; NS; BW Object: 0

23/80 23/92 TO AGREE THE APPOINTMENT OF THE RFO

The appointment of Kate Palmer, who has been working with WPC as a Locum RFO was agreed. Congratulations Kate, and welcome to our team. The Clerk will update the Financial Regulations to reflect the staff changes.

Proposed: BW; Seconded: MB; In Favour: 7; Abstain: AG; KG; Object: IG

23/84 23/93 IT MATTERS

An outsourced [IT services](#) for the management of IT issues within the office, as well as an e-mail system was agreed.

Vendor 1 was chosen.

Proposed: CR; Seconded: JW; In Favour: 7; Abstain: AG; KG Object: IG

23/94 HR COMMITTEE

The TOR for the HR Committee was discussed at length, it was agreed to adopt the new TOR, and to update S/O 19 to reflect changes. Changes to SO 19 will be brought to the next Council meeting for adoption.

Proposed: BW; Seconded: CH; In Favour: 9; Abstain: IG Object: 0

23/95 S106 REPORT

A report as to the current state of section 106 monies held by the Council, was shared with Councillors by CAPALC Consultant and Locum Clerk Libby White, refer to our website for the details of this report. The report was accepted as correct.

Proposed: CR; Seconded: MB; In Favour: 9; Abstain: KG Object: 0

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The following Item was brought forward – Item 23/101

23/101 OFFICER & COUNCILLOR, COMMITTEE AND GROUP UPDATES

Anna Bradnam gave her report, which can be found on our website.

23/96 GDPR AUDIT REPORT

A GDPR report was received, and it was agreed that the resulting recommendations would be implemented. Training will be arranged for all Councillors.

Proposed: CR; Seconded: MB; In Favour: 9; Abstain: KG Object: 0

Meeting Extended for 15 minutes

23/97 USE OF PARISH LAND

- Carols on the Green – 24th December 2023 was agreed.
- Waterbeach Feast – 8th June 2024 – was agreed.

Proposed: MH; Seconded: JW; In Favour: 10; Abstain: 0 Object: 0

- The application for the COLTS Annual Beer Festival was deferred to a future meeting.

23/98 GRANT APPLICATION

The application for funding from Waterbeach Day Centre for the amount of £3000.00 was agreed.

Proposed: MB; Seconded: IG; In Favour: 10; Abstain: 0 Object: 0

The following Item was brought forward – Item 23/102

23/102 HEALTH & SAFETY

The Clerk gave an updated to say that the wall and gate at Chittering Play Park is being assessed for structural damages within the next few weeks, and we should have a report detailing the proposed solutions for the December meeting. Following the repairs, arrangements can be made for bollards to be installed to deter cars from parking in this dangerous spot. It was agreed that the Clerk would arrange to have the shrubbery to be removed by someone who is licenced to spray at a future time.

The lights that are installed in the footpaths along the recreation ground have been an issue for some months, a decision has been made that the Grounds staff would remove the light fixtures and would use cups of cement to fill the holes, preventing them from being tripping hazards. The finance officer will

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produce a purchase order for the needed materials to facilitate these works, once a specification and requirement list is received from the grounds staff.

Meeting Extended for 15 minutes

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| 23/80 | 23/99 | <p>EXCLUSION OF PUBLIC</p> <p>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) 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 asks that in the public interest the public and press are temporarily excluded from this meeting and herewith instructed to withdraw.</p> |
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| 23/99 | <p>CONFIDENTIAL STAFFING MATTERS</p> <p>Not minuted in public minutes.</p> |
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Meeting Closed 10H30

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| 23/100 | TRUSTEES | - | <p>Deferred</p> <p>To note that the Alms Houses Charitable Trust are looking for a volunteer trustee.</p> |
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