

Waterbeach Parish Council



MINUTES

Minutes of the **Parish Council Meeting** held at 7:30PM on Tuesday the 5th of December 2023 in the Parish Office.

URBAN & CIVIC presented an update on development to the Council before the meeting commenced.

7:00PM Rebecca from Urban & Civic gave an update to the council. Documents can be seen on our website.

AGENDA

7:30PM Present: Chair - Cllr. Clive Rabbett (CR); Cllr. Jane Williams (JW); Cllr. Brian Williams (BW); Cllr. Nigel Seamarks (NS); Cllr. Martin Howlett (MH); Cllr. Clody Howlett (CH); Cllr. Jenny Newall (JN); Cllr. Mick Bavester (MB); Michael Williamson (MW); Cllr. Kate Grant (KG) and Cllr. Alice Grant (AG) (12)

Late: Cllr. Cllr. Ivan Gilzean (IG)

Also Present: Clerk - Belinda Westwood (BAW); Groundsman (RP); and five members of the public.

Apologies: None

23/103 OPEN FORUM

A member of public from the local Warden Scheme addressed the Council regarding the mobile Warden Scheme which is operative in Waterbeach, and requested that the Council consider their request for funding which will be addressed under Item 23/109, bullet 1.

Another member of public spoke regarding her interest in the 20's Plenty campaign, which will be addressed under item 23/110

A third member of public spoke about the closure of Chittering Play Park, making a suggestion that part of the play park could be closed off, to allow the children some area to continue play.

23/104 MEMBERS INTERESTS

No interests were declared.

23/105 ACCOUNTS

a) The [payment of accounts](#) were approved.

Proposed: JW; **Seconded: MH;** **In Favour:8;** **Abstain: AG ;** **Object: KG, IG**

b) No further invoices were presented.

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- c) The Bank Totals were noted, it was requested that the breakdown of accounts show the allocation to S106 Monies Vs Parish Precept.
- d) The Council thanked Cllr. Michael Williamson for his services on the accounts for all the time that the Council was without an RFO, Thank you Michael for your hard work on the accounts!

23/106	APPROVAL OF MINUTES The minutes were approved with the following changes noted: <i>Proposed: IG; Seconded: AG; In Favour:10 Abstain: MW; Object:0</i> Item 23/90 point C to be changed to preceding month. Item 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. To add Vendor 1 was chosen. S106, current stet to change to State of the S106 as of 31 st March 2023.
23/107	UPDATE ON THE LOCUM RFO The Locum RFO has chosen not to be an employee, but to consult to WPC, she intends to get the finances prepared for a finance meeting as soon as possible.
23/108	HR COMMITTEE Cllr. Jenny Newall has volunteered for the Role as Chair of the HR Committee.
23/109	PUBLIC REQUESTS Can The RFO check the Grant Budget and prepare a report. <ul style="list-style-type: none"> 1. Grant Application from the Warden Scheme £ 2000.00 <i>Proposed: CR; Seconded: MW; In Favour: all others Abstain: KG; IG Object:0</i> 2. Grant Application from WAY for £ 5000.00 It was proposed that we pay 2500.00 now and will revisit paying the difference once we assess the budget for this financial year, should we not have the budget this can be revisited in the new financial year. <i>Proposed: AG; Seconded: MW; In Favour: all others Abstain: 0 Object:0</i> 3. Request for replacement bench - Wadloes Road was approved. <i>Proposed: CR; Seconded: KG; In Favour: all others Abstain: 0 Object:0</i> 4. Request for Memorial bench - Norma Kay to be funded by the public was approved. <i>Proposed: CR; Seconded: MH; In Favour: all others Abstain: IG Object:0</i>

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23/110 LHI APPLICATIONS

Cllr. Nigel Seamarks gave an update to say that the documents in application of the 20's Plenty Scheme is due for submission in February 2024, It was agreed that Cllr. Seamarks will head up this campaign and liaise with Cllr. Paul Bearpark. Cllr. Brian Williams suggested that the Neighbourhood Plan be referenced in this application. The details of this campaign will be discussed in more detail at the upcoming Highways meeting.

Proposed: NS; Seconded: BW; In Favour: unanimous Abstain: 0 Object: 0

23/111 S106

To agree the headings of the [S106](#) allocations.

It was suggested that we should conduct a postal survey with the headings to ascertain what the public would like to see S106 funds spending on.

23/112 SURVEY

It was agreed to undertake a survey of the village to determine S106 spend. A professionally drawn up door to door survey to each home in Waterbeach and Chittering Villages. The independent Survey Company to set up the survey and arrange the postal drop. To attain three quotations for the January Meeting.

Suggested Headings

- Library
- Bowls Pavilion
- Open Spaces

23/113 S106 EXPENDITURE

It was agreed that the Chair would circulate the letter from James Fisher to all Councillors, where it stipulates that S106 funding can be used to purchase this equipment.

23/100 23/114 TRUSTEES

It was noted that the Alms houses are looking for a volunteer.

Standing Orders were suspended to allow a resident to speak.

23/115 CHITTERING PLAY PARK

Costings was circulated by a resident on the refurbishment project on Chittering Play Park. The Clerk has circulated to all Councillors along with our version of spendings. It was decided to get a structural engineer to quote on the repair of the wall at Chittering Play Park.

To approach a contractor to proceed with the removal of brambles.

Proposed: KG; Seconded: BW; In Favour: Unanimous Abstain: 0 Object: 0

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Standing Orders were re-instated.

The meeting was extended for 15 minutes.

- 23/116 **LIBRARY - Deferred**
To discuss a way forward with respect to Waterbeach Lending Library.
- 23/117 **OFFICE CLOSURE**
The office closure was noted, and the January meeting was agreed for the 9th of January 2024.
- 23/118 **CEMETERY- Deferred**
To agree a date for an onsite cemetery meeting.
- 23/119 **OFFICER & COUNCILLOR, COMMITTEE AND GROUP UPDATES**
Anna Bradnam gave the [District Councillors](#) report, which can be seen on the Parish Council Website. (Listen to recording and see what mail she was referring to).
- 23/120 **HEALTH & SAFETY**
None.