

Waterbeach Parish Council



MINUTES

Minutes of the **Parish Council Meeting** held at **7:30PM on Tuesday the 9th of January 2023** in the Parish Office.

7:30PM Present: Chair- Cllr. Jane Williams (JW); Cllr. Brian Williams (BW); Cllr. Nigel Seamarks (NS); Cllr. Martin Howlett (MH); Cllr. Clody Howlett (CH); Cllr. Jenny Newall (JN); Michael Williamson (MW); Cllr. Cllr. Ivan Gilzean (IG); Cllr. Kate Grant (KG) and Cllr. Alice Grant (AG) (10)

Also Present: Clerk - Belinda Westwood (BAW) and three members of the public.

Apologies: Cllr. Clive Rabbett (CR) and Cllr. Mick Bavester (MB)

23/125 OPEN FORUM

A Member of public, and our Chittering Working Party queried the costing of Chittering Park, which the Clerk responded to. She also mentioned ITEM 23/132, which she has been involved with, speaking to residents about parking and speeding issues around Chittering, it is a general consensus that they would like speed reductions within Chittering. She handed in a document containing 120 signatures of support, this document was given to Cllr. NS, who will use it to evidence his LHI application bid.

A resident queried Item 133, which had no budget or paperwork related to it.

23/126 MEMBERS INTERESTS

No interests were noted.

23/127 ACCOUNTS

a) The payment of accounts, was approved.

Action CW Cllr. KG queried why the VAT claims were not reflecting in the receipts. Could the finance team send an e-mail responding to this question.

Action CW Amend WAY Payment to £2000 not £2500.

Action All Cllr. MW has asked that spend be approved before it is made, as he is concerned about our high spend on temporary staffing payments.

Action BAW The Clerk to request the H&S report, it was agreed that the invoice will be paid on receipt of the report.

Proposed: BW;

Seconded: JN;

In Favour:

Abstain: KG & AG;

Object: IG

b) No further invoices were presented.

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c) The bank totals were noted.

Action CW Cllr. NS has requested that the S106 Monies are to be separated from the PC monies on the statement. He wanted to note that this has previously been requested.

23/128 APPROVAL OF MINUTES

The minutes of the meeting held on the 5th of December was deferred for approval to the February Meeting.

Cllr. IG querying that he wasn't late to the meeting, but rather late to the presentation before the meeting.

Cllr. IG raised that Cllr. JN did not attend the November meeting, and therefore her vote on the minutes should be removed.

Cllr. AG has asked if approved minutes can be uploaded onto the website, after they are approved.

Cllr. KG would like to refer the engagement of the RFO to the Finance and HR Committee for a meeting to discuss the engagement in more detail.

Cllr. NS requests that we remove the comment about the figures being circulated regarding Chittering play park.

Action BW Minutes deferred until the next meeting for approval.

23/129 OPERATIONAL CHANGES

1. To agree the wording change on SO 19 - This Item was withdrawn.

Action BW Cllr. AG stated that standing order 26b requires changes to standing orders be proposed by a special motion, including written notice by at least 5 councillors in accordance with **standing order 9**, within which - **9B** requires that the mover has given written notice of its wording to the Proper Officer at least 7 clear days before the meeting. The document will therefore be brought to the February Meeting.

2. Finance - To agree two new members to the finance committee.

Cllr. AG and NS volunteered to be part of the finance committee and were unanimously accepted.

Proposed: MW; Secoded: BW; In Favour: All Abstain: 0; Object: 0

23/130 APPLICATION FOR USE OF PARISH LAND

Beer Festival- 24, 25, 26th May 2024.

Action BAW A Motion was brought to ask for a written report from the COLTS which includes their risk assessments. The report should contain the confirmation of fees due, at £500.00, which can be used for maintenance, and to cover electricity costs. We also ask that the Recreation ground is cleared and maintained to our standards after the event. This report will be brought back to the February meeting for approval of the event.

Proposed: BW; Secoded: NS; In Favour: 9 Abstain: AG; Object: 0

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23/131 REQUEST FROM HIGWAYS GROUP

1. The request to consider the purchase of additional MVAS signs was discussed, and will be brought back to council through the Highways group once they find information on:

Action BAW To retain quotations for new devices. A match quote, and a quote on a dummy device, which doesn't record data.

Action KP Add the purchase into next year's Budget.

2. Funding options for this initiative will be explored.

Action BAW Explore funding options.

Action AB Cllr. AB will find out which lamp posts we are allowed to use.

Action AB Cllr. AB to look at the email from Cllr. KG to give us the S106 breakdown.

Proposed: JW; Seconded: AG; In Favour: All Abstain: 0; Object: 0

Standing Orders Suspended to allow Cllr. AB to speak 20:37

Standing Order re-instated 20:29

23/132 LHI APPLICATIONS

As the LHI application needs to be submitted by the 12th January, it was agreed that Cllr. NS & IG will complete and submit the application, getting help from Cllr. AB where needed. It was further agreed to write to CC Highways team in regard to the junction between School Lane, Chittering and the A10 requesting road improvements. The work that a local resident and member of our Chittering Play group has done in obtaining 120 signatories in support of the road improvements will be added to the LHI application.

Proposed: JW; Seconded: CH; In Favour: All Abstain: 0; Object: 0

Standing Orders Suspended to allow Anna to speak 20:54

Standing Order re-instated 21:00

23/133 CODY ROAD BUS SHELTER

Standing Orders Suspended to allow a resident to speak 21:06

Standing Order re-instated 21:08

This agenda item was deferred to a future meeting, in order to obtain information:

Action BAW Contact CC to get their input on this project.

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Look at caveats within S106 agreements.

Determine where the Bus Stop is situated, and where a suitable Bus Shelter could be sited.

Obtain quotations for the bus shelter.

Proposed: AG; Seconded: CH; In Favour: All Abstain: 0; Object: 0

23/134 REQUEST TO BE INVOLVED IN S106 AGREEMENTS

It was agreed that the Council will write to SCDC, CCC and ECDC with regards to any developments off School Lane Chittering seeking to be involved in any Section 106 agreements, in order to find a way to deal with the increased traffic flow through Chittering, as well as to general S106 funds available. The Clerk will draft a first response which will be added to by Cllr. AG and NS.

Action BAW BAW to type up initial draft and circulate to Cllrs. AG & NS.

Proposed: AG; Seconded: CH; In Favour: All Abstain: 0; Object: 0

23/135 CEMETERY

Action BAW The Clerk will circulate some dates via e-mail to arrange an onsite cemetery meeting.

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

23/136 S106 SPEND

Deferred to a future meeting.

Meeting Extended for 10 Minutes

23/137 OFFICER & COUNCILLOR, COMMITTEE AND GROUP UPDATES

The County Councillor gave her report, along with that of [District Councillors](#), both of which can be found on our website.

23/138 HEALTH & SAFETY

A sink hole has formed on Bannold Drove, which Cllr. AB from SCDC has had a look at and reported on to Street Works.

Fire Risk Assessment to be looked at.