

# Waterbeach Parish Council

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*Reports for Council Meeting 4/3/2014*

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## Item 4 – Access Ramp to Old Pavilion

### PRELIMINARY REPORT FROM PARISH CLERK RE ACCESS RAMP IMPROVEMENT

Four quotations have been received: -

**Contractor A** **£ 2,444.90 + VAT**

Quotation contains detailed specification including new top landing 1.8 metres wide and 2.1 metres long, new ramp and gradient not exceeding 1:12, giving a ramp length of 1.8 metres. Ramp width allowed 1m. Material - Concrete. Handrail on landing and one side of ramp. Removal and replacement of existing path to side of building.

**Contractor B** **£2,964.00 + VAT**

Quotation describes removal of ramp, rail and path. Replace with a 1.5 metres concrete path using existing handrail fittings and new steel bar on both sides of slope and around area outside door.

**Contractor C** **£1,670 .00 + VAT**

Quotation describes ramp to conform to Part M of current building regulations in that it will be 1.5 metres wide with a non-slip surface and a slope ratio of 1:15 plus handrail.

**Contractor D** **£1,800.00 + VAT**

Quotation describes work to dig out and extend original ramp to 1.5 meters including dowling into existing ramp for strength and extend handrail to suit

Two other contractors were approached but one was too busy to take on more work and the other did not respond.

#### NEXT RECOMMENDED STEPS

Contractors A and B have both previously worked for the council.

Contractors C and D were approached using the “Rated People” website.

I am confident that either Contractor A or B would carry out the works satisfactorily. However with the aim of saving costs, I could take a little more time to research the track record of the other contractors as there would be a considerable saving if the council were to use one of them

**Liz Jones, Parish Clerk**

28 February 2014

## Item 8(a) – Request for funding from Waterbeach Voice / Keep Waterbeach Rural

### **Waterbeach Parish Council**

#### **Grant Application Form – accompanying notes.**

##### **Waterbeach Voice & Keep Waterbeach Rural**

Our small campaign group first came together on 16<sup>th</sup> Feb and it was agreed unanimously that we urgently need to drive forward a village campaign against the plans for Waterbeach New Town. The campaign group was formed by an amalgamation of supporters of Keep Waterbeach Rural and Waterbeach Voice.

As you all know, the meeting at South Cambs is set for 13<sup>th</sup> March, less than 4 weeks away, so we have to move quickly and effectively in order to make a positive difference for our community.

We shall undertake a village wide leaflet drop, display banners and signs throughout the village and on the A10, provide social media feeds, including facebook and twitter, set up a website, write blogs and also hold an exhibition event in early March. We have to ensure we provide as many different means of communication as possible for all residents and make sure nobody is excluded from this crucial process.

The commitment and hard work of our group will bring a wide range of benefits to all Parish residents. Through our marketing and PR we shall be promoting Waterbeach in a very positive way. We are determined to succeed in making the Councillors at South Cambs listen to us and ultimately our aim is to enhance the quality of life for all residents in Waterbeach and Chittering and to protect the rural nature and identity of this beautiful village we live in.

We do not have a bank account, nor do we have a constitution and I realise that this potentially excludes us from being able to request financial support. Having said that, we anticipate being able to obtain most of our materials free of charge, or at worst, at cost price. We are a small group who have pledged to give this campaign 100% for the next 4 weeks and knowing that the Parish Council could step in to reimburse some of the costs which we inevitably might have to pay, makes the challenge somewhat easier on our own personal finances.

Items we need to source (preferably free of charge or at cost): Leaflets, banners, posters, exhibition displays, placards, possibly minibus/coach costs to transport residents to Cambourne on 13<sup>th</sup> March (although we would aim to arrange village lift shares). All receipts will be kept and we shall ensure we obtain best value in all that we expend. We will not spend more than £350 in total.

Thank you for considering our request.

Suzy Kay

17 February 2014.

d) Have you made any grant application to any other body for grant aid for this project? ~~Yes~~ No If yes please give details:

Name of organisation applied to	Amount applied for	Date of Application	Amount Received

**D. Previous Applications**

Has your organisation previously applied for a grant from this Parish Council? If YES, please give details of the project and the date and amount of grant received if any. Was the project as described completed?

N/A

**E. Additional Information**

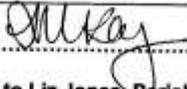
Are there any other comments you wish to make to support this application? Please give this information below, or attach a separate sheet:

SEE ATTACHED SHEET

**F. Your Financial Situation**

All applications must be accompanied by the following financial information: If you do not supply this information your application will not be considered unless previously agreed in writing by the Council.

- A copy of your latest approved statement of income and expenditure or other financial report which indicates your financial position, or
- Photocopy of bank statements covering the past six months

Signed: 

Date: 17 Feb 2014

Please return to Liz Jones, Parish Clerk, Waterbeach Parish Council, The Old Pavilion, Cambridge Road, Waterbeach, Cambridge, CB25 9NJ

If you have any queries, please contact the Parish Clerk on 01223 441338 or email [council@waterbeach.org.uk](mailto:council@waterbeach.org.uk)

**WATERBEACH PARISH COUNCIL  
GRANT APPLICATION FORM**

Please read the guidelines before completing this form. Please use black ink and block capitals. You may continue on a blank sheet if necessary, but please put the name of your organisation on any additional sheets.

**A. Your organisation**

Please give us the following information about your organisation:

Name of Organisation: WATERBEACH VOICE + KEEP WATERBEACH RURAL

Address: C/O SUZY KAY, MIDLOAD FARM, BANNOLD ROAD,  
WATERBEACH, CAMBS. Post Code: CB25 9LQ

Description of your organisation's activities. Please list your aims and objectives.

CAMPAIGNING ON BEHALF OF WATERBEACH + CHITTERING  
RESIDENTS TO PROTECT THE RURAL NATURE OF OUR  
VILLAGES AND TO OBJECT TO BUILDING NEW HOUSES  
IN AREAS SUSCEPTABLE TO FLOODING.

**B. Contact Details**

Name of contact: SUZY KAY

Position: CAMPAIGN MEMBER

Address for correspondence (if different from above):  
AS ABOVE

Post Code:

**C. Your Application**

a) Brief description of project or scheme for which grant is intended

SEE ATTACHED 'ACCOMPANYING NOTES'

b) Who will benefit from the proposed project or scheme and how many of these are Cam residents?

ALL RESIDENTS IN WATERBEACH + CHITTERING

d) Total cost of project or scheme: £..... d) How much are you applying for? £.....

MAX £350

ABSOLUTE MAX OF £350

Please give an itemised breakdown of the expenditure for which this money which is being applied for. Please include evidence (e.g. suppliers' estimates or price lists) of the likely cost of all items of expenditure where possible.

## Item 8(b) – Request for funding from A Day at the Beach

9 Pieces Terrace  
Waterbeach  
Cambridge  
CB259NE

Liz Jones  
Parish Clerk  
Waterbeach Parish Council  
The Old Pavilion  
Cambridge Road  
Waterbeach  
Cambridge CB25 9NJ

Sunday 23<sup>rd</sup> February 2014

Dear Ms Jones,

I am writing this letter in support of our application for funding for an event planned for May 17<sup>th</sup> 2014.

We have been asked by the Baptist Chapel to organize an event to help them celebrate their 150 years' anniversary, in the form of an arts event to bring our village together.

As a group of local artists we have decided to hold a one-day event entitled: 'A Day at the Beach'. The day will comprise:

- exhibitions of a range of artwork including sculptures, prints, millinery etc by local artists Gideon Pain, Karen Lewis, Tarin Porter, Theo Gayer-Anderson, Andy Taylor and Chris Evans
- readings by locally published author Penny Hancock Taylor
- graffiti art workshop for younger adults and teenagers
- café selling cakes produced by Waterbeach cake-makers
- cinema of recently-created local film
- work produced by children at Waterbeach Community Primary School

The event will take place inside the Chapel, and we have been meeting with Pastor Martin Ensell to look at the area and plan where things will be located. We have also been meeting with staff from the school, and they are very keen for children to be involved, taking part in a project to produce things to be on display on May 17<sup>th</sup>.

Our overall aim is to create an event which will appeal to people of all ages and interests from across the village community, giving them an opportunity to meet, socialize and communicate with others who they may not normally have chance to get to know, with art, literature and food bringing them together.

There is a vibrant music and arts culture in Waterbeach, and we hope both to celebrate this and bring it to the attention of those who may not already be aware of it. It will be a free, not for profit event, open to all, and is going to be publicized widely via print, electronic and other local media channels. We believe that it will be very well attended, especially with school involvement, and we hope members of the Parish Council will join us for this day of historic celebration.

The funding application in full is provided in the attached breakdown of costs. We also enclose the required application form.

If you require any further information, please get in touch via email or phone.

We look forward to hearing from you.

Yours sincerely

Karen Cattermole      tel: 01223-47644/07875247808 ([Karen@designsbykarenlewis.com](mailto:Karen@designsbykarenlewis.com))  
Andrew Ashworth    tel: 01223-860389/07970017829 ([Andrew@adrenalinecreative.co.uk](mailto:Andrew@adrenalinecreative.co.uk))

## WATERBEACH PARISH COUNCIL GRANT APPLICATION FORM

Please read the guidelines before completing this form. Please use black ink and block capitals. You may continue on a blank sheet if necessary, but please put the name of your organisation on any additional sheets.

### A. Your organisation

Please give us the following information about your organisation:

Name of Organisation: A DAY AT THE BEACH

Address: 9 PIECES TERRACE, WATERBEACH, CAMBS

CB25 9NE

Post Code:

Description of your organisation's activities. Please list your aims and objectives.

AN ART EVENT. TO BRING ART INTO THE COMMUNITY  
(SEE BELOW)

### B. Contact Details

Name of contact: KAREN CATTERMOLE

Position: EXHIBITOR AND MEMBER OF ORGANISING COMMITTEE

Address for correspondence (if different from above):

Post Code:

### C. Your Application

a) Brief description of project or scheme for which grant is intended AN ART EXHIBITION TO COINCIDE WITH THE BAPTIST CHAPEL'S 150 YEARS' CELEBRATIONS. THIS WILL TAKE THE FORM OF AN EXHIBITION OF LOCAL ARTISTS, BOOK READINGS, CINEMA, CAFE AND WORK FROM THE CHILDREN OF WATERBEACH PRIMARY SCHOOL

b) Who will benefit from the proposed project or scheme and how many of these are Cam residents?

THE WHOLE COMMUNITY OF WATERBEACH

c) Total cost of project or scheme: £600 d) How much are you applying for? £500

Please give an itemised breakdown of the expenditure for which this money which is being applied for. Please include evidence (e.g., suppliers' estimates or price lists) of the likely cost of all items of expenditure where possible.

d) Have you made any grant application to any other body for grant aid for this project? Yes/No. If yes please give details:

Name of organisation applied to	Amount applied for	Date of Application	Amount Received

**D. Previous Applications**

Has your organisation previously applied for a grant from this Parish Council? If YES, please give details of the project and the date and amount of grant received if any. Was the project as described completed?

NO

**E. Additional Information**

Are there any other comments you wish to make to support this application? Please give this information below, or attach a separate sheet:

(SEE ATTACHED APPLICATION LETTER)

**F. Your Financial Situation**

All applications must be accompanied by the following financial information: If you do not supply this information your application will not be considered unless previously agreed in writing by the Council.

THIS IS OUR FIRST EVENT SO WE DO NOT HAVE THIS INFORMATION. PLEASE CONTACT ANDREW ASTWORTH 01223 860389 IF YOU

- A copy of your latest approved statement of income and expenditure or other financial report which indicates your financial position, or
- Photocopy of bank statements covering the past six months

REQUIRE ANY FURTHER INFORMATION.

Signed: *Raven Fallowell*

Date: 23<sup>rd</sup> Feb 2014

Please return to Liz Jones, Parish Clerk, Waterbeach Parish Council, The Old Pavilion, Cambridge Road, Waterbeach, Cambridge, CB25 9NJ

If you have any queries, please contact the Parish Clerk on 01223 441338 or email [council@waterbeach.org.uk](mailto:council@waterbeach.org.uk)

**A Day at the Beach: breakdown of costs**

<b>Item (reason)</b>	<b>Cost</b>
Materials for school project	£70
Exhibition boards and cloth (for display)	£100
PA sound equipment (hire)	£100
Graffiti artists to run workshop	£150
Marketing ie poster and leaflet printing to advertise the event	£50
Hire of van to collect boards and sound equipment	£80
Hire of projector for film	£50
<b>Total</b>	<b>£600</b>

## Item 9 – Equipment Purchase

REPORT REGARDING SPORTS PITCH MARKING  
FOR PARISH COUNCIL MEETING 4 MARCH 2014

In the autumn a company came to demonstrate a new method for marking sports pitches on Waterbeach Recreation Ground. They marked a pitch for Waterbeach Colts and both the club and the groundsmen were impressed by the results. The lines were clearer and straighter and lasted about twice as long as usual.

The company concerned is an official partner of 15 County FA's and already supplies clubs in the Cambridge & District Colt league. It supplies West Wratting, Bottisham, KC Cougars, Warboys Colts, and CUP

The benefits are that the marking is

Brighter

Lasts longer

Saves money as you use less paint (typically half),

Cleaner to use

Takes half the time (sprayer vs transfer wheel)

Marks out more effectively in muddy conditions as the machine sprays paint from a nozzle, instead of physical contact from rolling it on with a wheel.

As they are a manufacturer there are no reseller mark-ups and they supply the sprayer at cost.

The purchase cost of the sprayer is £575 and the paint costs £1.50 per litre

It is recommend that Waterbeach Parish Council should consider the purchase of such a machine and that the Colts Football Club be asked to see if they know of any grant funding available to assist with this purchase.

Liz Jones

Parish Clerk

## **Item 12 – Tillage Hall Licence**

DATED

2014

**WATERBEACH PARISH COUNCIL**

**- to -**

**WATERBEACH TILLAGE HALL**

**LICENCE TO OCCUPY**

**TILLAGE HALL,  
CAMBRIDGE ROAD  
WATERBEACH**



- 3.3 Not to allow the use of the premises by any individual or organisation other than the Licensee except for short term hiring to individuals and organisations under the terms of a Hire Agreement to be approved by the Licensor
- 3.4 Not to bring any furniture equipment goods or chattels onto the Premises without the consent of the Licensor
- 3.5 To keep the Premises clean and tidy and clear of rubbish and to ensure that all rubbish is properly stored and removed
- 3.6 To ensure that the premises are properly secured when not in use and to report immediately any loss of keys to the Licensor
- 3.7 Not to modify the premises in any way or to attach any fixtures or fittings to the premises without the prior consent of the Licensor
- 3.8 To leave the Premises in a clean and tidy condition and free of the Licensee's furniture equipment goods and chattels at the end of the Licence Period
- 3.9 Not to use the Premises in such a way as to cause any nuisance damage disturbance annoyance inconvenience or interference to the Premises or adjoining or neighbouring property or to the owners occupiers or users of such adjoining or neighbouring property
- 3.10 Not to do any act matter or thing which would or might constitute a breach of any statutory requirement affecting the Premises or which would or might vitiate in whole or in part any insurance effected in respect of the Premises from time to time
- 3.11 To indemnify the Licensor and keep the Licensor indemnified against all losses claims demands actions proceedings damages costs or expenses or other liability arising in any way from this licence any breach of any of the Licensee's undertakings contained in this clause or the exercise or purported exercise of any of the rights given in clause 2

3.12 To observe such reasonable rules and regulations as the Licensor may make and of which the Licensor shall notify the Licensee from time to time governing the Licensee's use of the Premises

3.13 Not to impede in any way the Licensor or its officers servants or agents in the exercise of the Licensor's rights of possession and control of the Premises and every part of the Premises

#### **4 General**

4.1 The rights granted in clause 2 shall determine (without prejudice to the Licensor's rights in respect of any breach of the undertakings contained in clause 3):

4.1.1 Immediately on notice given by the Licensor at any time following any breach by the Licensee of its undertakings contained in clause 3

4.1.2 On not less than 28 days notice given by the Licensor or the Licensee to the other party to expire on the last day of a month

4.2 The benefit of this licence is personal to the Licensee and not assignable and the rights given in clause 2 may only be exercised by the Licensee and its employees and members

4.3 The Licensor gives no warranty that the Premises are legally or physically fit for the purposes specified in clause 2

4.4 The Licensor shall not be liable for the death of or injury to or for damage to any property of or for any losses claims demands actions proceedings damages costs or expenses or other liability incurred by the Licensee or any person referred to in clause 4.2 in the exercise or purported exercise of the rights granted by clause 2

4.5 All notices given by either party pursuant to the provisions of this agreement shall be in writing and shall be sufficiently served if delivered by hand or sent by recorded delivery to the other party at its registered office or last known address

4.6 Nothing in this Licence is to create the relationship of landlord and tenant and the Licensee is not to be entitled to exclusive possession of the Premises or any part of them

4.7 The Council shall be under no obligation to renew this Licence

AS WITNESS whereof the parties hereto have hereunto set their hands the day and year first before written

Signed by WATERBEACH

PARISH COUNCIL acting by .....

SIGNED by the Licensee:

.....

**For and on behalf of WATERBEACH TILLAGE HALL**

## Item 16(a) – Clerk’s report

### PARISH CLERK’S REPORT TO PARISH COUNCIL MEETING ON TUESDAY 4 MARCH 2014

#### Actions arising from last and previous parish council meetings

- I have received notification that the replacement **CHILDREN’S PLAY EQUIPMENT** for the Gault and Chittering playpark is due to be delivered in the middle of March so I am hoping it can be installed before the end of the month.
- **TREES:** A magnolia tree has been kindly donated by a resident and is being planted on the Gault.
- **TREE SURGERY:** I have received a detailed quotation from a second company and am awaiting a report from a third.
- The paperwork to outsource the **PAYROLL PROCESSING** has been completed and the February payroll will be processed by Cambridgeshire Acre.
- I have now received four quotations for the work proposed to the **ACCESS RAMP** at the Old Pavilion and have placed this question on the main agenda.
- I am in contact with Signart in the village about the various **SIGNS** that need to be made.
- I have been in contact with Wicksteed who are coming to check on the **REPAIRS** needed to the **MATTING** in the Waterbeach Playpark.
- We have the following events booked in the Village
  - 15-17 June circus tyranna
  - 28-29 June continental market (subject to advance payment)These should not cause any conflict of dates as I understand that the Feast is on Saturday 7<sup>th</sup> June and that the Beer Festival and football tournament will take place 23-25 May.
- Plans are in progress for the **wildflower planting** agreed at the November meeting. For this to work well, it will be necessary to remove the existing grass so it may be necessary to hire a turf cutter (cost of £62.50). We propose to purchase two bags of cornfield annual mix seed at £49 each plus a kilo of memorial poppy seed mix at £60. Once established the wildflowers should self-sow to continue the meadow.

#### Actions still outstanding from previous meetings

- **IT BUILDING:** Listing status still to be applied for.
- **BOTTISHAM LOCK:** new noticeboard and map. Application to SCDC Community Chest still to be made.
- **CHITTERING PLAYPARK:** The wooden table and seat are still awaiting repair as the work had to be postponed due to the weather.
- **TENNIS COURTS:** I have not yet had the time to review these proposals so I have postponed that report to the next meeting.

#### BANK ACCOUNT BALANCES

In accordance with the Parish Council's agreed policy on investments (i.e. to restrict the total amount with any one financial institution to around £50,000) sums are held with financial institutions as follows:

Close Brothers (6 month notice deposit account)	£50,000.00
Cambridge and Counties Bank (30 day notice deposit account)	£50,580.32
Cambridge Building Society (Easy Access Council Saver account)	£51,227.45
As of today there remains in Barclays Bank -	£34,299.98

## **OTHER MATTERS**

- In response to enquiries, I can confirm that the Council has in fact saved in excess of £500 by completing in-house the work of extending the sides of the **trailer** for those occasions when it needs more capacity. Robert did this by purchasing Ply board and slotting this into the trailer. The rest of the fittings we already had in stock. No holes were drilled in the sides or indeed any part of the trailer. The cost was £52.95 plus some staff time in comparison to a quoted price of £572 for the purchase of sides.
- We were not successful in appointing a new **Assistant Clerk** last month and the post was re-advertised. We have interviewed new candidates and I hope to be able to announce an appointment very shortly.
- I am in contact with **RoSPA** to arrange the annual playpark inspections, which will take place during April, when we can get a discounted rate as they will be doing other inspections in Cambridgeshire at that time.
- **Sports Club Invoices** have been issued for the year 2013-14.