

Minutes of the Annual Meeting of Waterbeach Parish Council held on Tuesday, 9th May, 2006 at 6.45p.m. in the New Pavilion.

Present:

Mr. Black; Mrs. J. Cornwell; Mrs. J. Dunnett; Mr. T. Gilzean; Mr. W. Grant; Mr. D. Halsey; Mr. M. Leeke; Mr. W. Saberton; Mrs. C. Smith; Mr. M. Williamson (CCC); Mrs. J. Williamson; Mr. A. Wright(Chairman).

In attendance: The Clerk; Mr. P. Johnson(SCDC)(from 9.00p.m.)

1. To elect a Chairman:

Mr. Grant proposed, seconded by Mr. Halsey and agreed that Mr. Wright continues as chairman.

2. Apologies: Mr. Ball; Mrs. Fisher; Dr. Grant.

3. Declaration of Interests:

Mr. Gilzean – personal and prejudicial interest as the school caretaker in matters relating to the school site

Mr. Grant – agenda item 8vii personal interest as a resident adjacent to the Green

Mrs. Williamson – personal interest as a school governor in matters relating to the school and the library.

Mr. Williamson - personal interest as a county councillor and school governor in matters relating to the school and that library.

4. To elect a vice-chairman:

Mr. Wright proposed that Dr. Grant continue as vice-chairman. Mr. Grant left the room having declared a prejudicial interest. Mrs. Williamson seconded the proposal which was agreed.

5. To elect members of :

i. The Planning sub-committee:

Mr. Grant proposed, seconded by Mr. Leeke and agreed that Mr. Ball; Mr. Black; Mrs. Cornwell; Mrs. Fisher; Mr. Halsey; Mrs. Smith; Mrs. Williamson and the chairman and vice-chairman form the planning sub-committee

ii. The Finance sub-committee:

Mr. Wright proposed, seconded Mrs. Cornwell and agreed that Mr. Grant; Mr. Leeke; Mrs. Smith; Mr. Williamson and the chairman and vice-chairman form the finance sub-committee.

iii. The Recreation Facilities sub-committee;

Mrs. Cornwell proposed, seconded by Mr. Leeke and agreed that Mr. Black; Mrs. Dunnett; Mr. Gilzean; Mr. Grant; Mrs. Williamson and the chairman and vice-chairman form the recreation ground facilities sub-committee.

iv. The Highways sub-committee:

Mr. Grant proposed, seconded by Mrs. Dunnett and agreed that Mrs. Fisher; Mr. Gilzean; Mr. Halsey; Mr. Saberton; Mrs. Williamson; Mr. Williamson and the chairman and vice-chairman form the highways sub-committee.

6. To elect officers for:

i. Footpaths: Mr. Wright proposed, seconded by Mr. Grant and agreed that Mr. Armstrong be asked to continue as the representative.

ii. Community Association: Mr. Grant proposed, seconded by Mr. Gilzean and agreed that Mr. Halsey continue as representative.

iii. Library: Dr. Grant had asked for the appointment to be placed on the agenda. Mr. Grant declared a personal interest, as a library volunteer and related to Dr. Grant and left the room. Mr. Williamson proposed and agreed that before any appointment is made the relationship between the parish council and WILL needs clarifying. This would discussed as an agenda item in June.

- iv. Patch Planning: Mr. Grant proposed, seconded by Mr. Wright and agreed that Mr. Ball be asked to act as the representative for the council in Fen Edge Patch.
- v. Twinning: It was agreed that Mrs. Gooding should be asked to continue as parish council representative. More feed back and articles in the Beach News should be more forthcoming.
- vi. Youth: Mr. Grant proposed, seconded by Mrs. Dunnett and agreed that Mrs. Fisher represent the parish council in matters relating to the youth.
- vii. Play Area: Mr. Grant proposed, seconded by Mr. Cornwell and agreed that Mrs. Kay be asked to continue to be the parish council representative for the Waterbeach play area and to continue with the risk assessments for the area
Mr. Grant proposed, seconded by Mr. Leeke and agreed that Mrs. Cornwell be asked to continue to be the parish council representative for the Chittering play area and to continue with the risk assessments for the area.
- viii. Trees: It was agreed that Mr. Brown and Mr. Shipp be asked to continue to liaise with the council on trees in Chittering and Waterbeach respectively. Mr. Grant proposed, seconded by Mrs. Dunnett and agreed that Mrs. Cornwell also be appointed for Chittering and Mr. Halsey be appointed for Waterbeach.
- ix. Charity Football: Mr. Grant proposed, seconded by Mr. Leeke and agreed that Mr. Gilzean represent the council at Charity Football meetings and also that he promotes the running of the Charity Cup.
- x. CALC: Mr. Grant proposed, seconded by Mr. Halsey and agreed that Mrs. Williamson and Mr. Saberton be the council representatives.
- xi. Cemetery: Mr. Grant proposed, seconded Mr. Leeke and agreed that Mr. Halsey continue to be responsible for marking out the plots in the cemetery.
- xii. Parish Plan: Mr. Leeke proposed, seconded by Mrs. Williamson and agreed that Mr. Ball and Mr. Black continue with work on the Parish Plan and be joined by Mrs. Smith.

7. To approve the minutes of the meeting held on 4th April, 2006.:

Mrs. Cornwell proposed, seconded by Mrs. Williamson and agreed that the Minutes of the meeting be approved and signed.

8. Matters arising from the Minutes of the meeting held on 4th April, 2006

- i. Parish Plans: Mr. Black reported that this is to be launched at the Annual Parish Meeting on 17th May and there is to be a public meeting on 28th June at 7.30 p.m. in the school hall. A meeting with the Community Association has also been arranged.
- ii. Parish 3-way meeting with CCC highways: Mr. Williamson will be having a meeting with Mr. Preston, CCC, to arrange a meeting.
- iii. Permit to travel machine: there has been no news from the train operators.
- iv. Car Dyke bridleway request: there was no further information
- v. Sustrans cycleway: Mr. Williamson agreed to contact Mr. Frost, CCC, to discuss the issues. Mr. Williamson also agreed to talk to Mr. Joyce, CCC, about the provision of the bridge at Upware and to inform him that the ownership of Black Drove had changed a fact which may assist in the completion of the cycleway as far as Upware
- vi. Mr. Williamson's meeting re. Clayhithe Road: no meeting had been held. Mr. Williamson urged councillors to report all matter relating to roads and footways to CCC call centre.

- vii. Path marking in Greenside: Mr. Howard, CCC had reported that he is considering what can be done. An e.mail asking for an update should be sent.

9. To nominate a Trustee as a result the end of term of office of Mrs. J. Williamson to the Waterbeach United Charities and Waterbeach Turbary Charity:

Mr. Williamson declared a personal interest and left the room. Mr. Saberton proposed, seconded by Mr. Smith and agreed that Mrs. Williamson be nominated as a trustee for four years.

10. Risk Assessments and Health and Safety:

Mrs. Williamson had completed a risk assessment check for the recreation ground and Mr. Halsey had completed one for the cemetery. It was agreed that a review of the risk assessments should be considered as an agenda item in June.

11. To consider the situation regarding SCDC footway lighting – grant application:

CALC had forwarded forms for grant application under SCDC Community Safety Partnership for the footway lights which the parish council had undertaken to take over from SCDC. It was agreed that the forms should be completed by Mr. Wright and the Clerk.

12. Community/Youth building:

Mrs. Williamson reported that Mr. Beasley and Mrs. Kay are feeling discouraged by the lack of support. Mr. Williamson agreed to contact CCC about the possibility of an old classroom to replace the portacabin.

It is intended that the youth will be involved in the Parish Plan.

13. To consider additional funding to WAY:

Dr. Grant and Mr. Leeke had met with Mrs. Kay and Rev. Moir to discuss the funding from the parish council for the council financial year 2005/2006. Mr. Leeke proposed, seconded by Mrs. Williamson that the sum of £1378 received from CCC for use of the building in 2004/2005 should be paid to WAY in addition to the £1900 which had already been paid.

Mr. Williamson proposed an amendment to the proposal that the parish council would pursue CCC for re-instatement of the £1378, seconded Mrs. Cornwell and agreed. It was agreed that Mr. Williamson, as county councillor and Mrs. Fisher as parish council representative for youth should meet with Mr. Ayres, CCC to discuss the funding issues.

14. To consider provision of replacement play equipment at Chittering:

Chittering swing – further to estimates for repairs received by the clerk Mrs. Cornwell had investigated the possibility of providing new swings. Mrs. Cornwell had established that funding for the installation of new swings and the necessary safety matting is available from Donarbon recycling. An estimate of £7000 had been received from Wicksteed. It was agreed that further estimates should be sought. Mr. Grant proposed, seconded by Mrs. Dunnett and agreed match funding up to £800 to permit the project to progress. The clerk was asked to provide a letter of confirmation of the match funding for the grant providers.

15. To consider draft document for a Parish Councils Charter with SCDC:

Comments on the document circulated to councillors should e.mailed to Mr. Saberton, Mrs. Williamson or Mr Williamson as soon as possible in order that they could take them to the Association meeting on 31st May.

16. To consider management of Parish Council facilities

- i. Tennis courts – report of meeting with contractor:

The clerk had met Martin Fildes, Colourcourt, who had advised that pressure washing the courts now to remove the moss would damage the surface. He had advised that the courts to extend their life should be treated and coated at a later date when finances permitted. Subsequently a quotation from Colourcourt Sports Surfaces had been received for maintenance on the tennis courts to be carried out in spring 2007. To pressure wash and spray £550.00; to

apply resin binder £990; to apply spray paint to courts and remark lines £3180. Mr. Gilzean proposed, seconded by Mr. Grant and agreed that the quotation from Colourcourt should be accepted for work in 2007.

- ii. To consider options for provision of additional storage of machinery:

The clerk had obtained brochures for additional storage buildings and also met with a fabricator from whom a quotation is expected. The matter would be discussed further when more information is available and also at the inspection meeting.

17. Correspondence:

CALC – Parish Council Charter with SCDC

CALC training days

CALC – Parish & Town Council Development

CCC – Corporate Plan

CCC – High Street and Waddelow Road – Prohibition of Waiting

RoSPA – playground safety report. It was noted that there was no mention in the inspection report of the dangerous condition of the swing at Chittering. There were no high risks recorded.

Ivett & Reed – accreditation. It was agreed that all stonemasons should be asked if they hold accreditation under the British Register of Accredited Memorial Masons.

J. Cook – land south of 45 Vicarage Close

S-Tech – insurance premium split

SCDC – Activities for older adults and those people returning to a more active lifestyle

Charlie Gethings – Fairtrade Café – request possible use of pavilion. It was agreed that Mr. Wright and Mr. Grant would meet Ms. Gethings to discuss.

18. To arrange a date/s for

- i. Inspection of Parish Council facilities
- ii. Highways meeting
- iii. Finance meeting

Councillors were asked to e.mail the clerk with availability through June in order that she could arrange the above meetings.

19. Approval of Accounts:

With the addition of payment to WAY of £1378 and correction to the amount paid to the clerk Mr. Williamson proposed, seconded by Mr. Black and agreed that the payments be made.

20. Representative Reports

- i. County Councillor's Report:

Report of meeting re. re-siting of Park and Ride site:

Completion of the re-siting of the park and ride to a site in Butt Lane had to be completed by March 2008 in order that the £3 million from ODPM was utilised. Consultation will begin in October 2006.

- ii. South Cambridgeshire District Councillor's Report:

Mr. Johnson had nothing to report since he was new in post.

- iii. Library:

There is to be stall on Feast day, there will be room for parish council/parish plan information.

- iv. Bannold Road development – 106 agreement:

Nothing further had been received although the clerk has reason to believe that a revised version of the section 106 has been sent to SCDC legal department.

20. Village Matters:

The drains in Station Road from the Salvation Army hall to the church and by the station are blocked.

There are pot holes at the junction of St. Andrews Hill and Chapel Street, junction of Waddelow

Road and High Street and Bannold Drove. Back stile footpath needs cutting back. Councillors were reminded that the most effective way of reporting defects in the road and footways is to contact the CCC call centre. The clerk would report the matters in this instance.

Chittering – the nettles in the childrens play area need spraying and the mower needs sending for repair.

Burgess Drove – the current state has been reported to Mr. Howard, CCC, who is considering what can be done to improve the surface.

Lock car park – it is understood that the are belongs to the Environment Agency. It was agreed that they should be informed of its current state.

Mr. Grant and Mrs. Williamson had met organisers of the Beer Festival to discuss management issues. It was agreed that it would be preferable for the water for the toilets to be taken from the outside water supply however if it was felt that this would not be practicable then the water could be taken from the store cupboard provided all users were informed and their equipment removed.

Arnold Scrivener Cup – this will be held on 18th June. Details will be published in Beach News and by posters.

Grass cutting equipment – problems are being experienced with the wheeled strimmer at the cemetery and the clerk had learnt that it is not possible to obtain parts. A new machine would cost in the region of £600. It was agreed that the clerk should make further enquiries about a second hand diesel stiga mower. Mr. Grant proposed, seconded by Mr. Gilzean and agreed that the cost of exchanging the existing stiga mower should be no more that £800.

The meeting ended at 10.10 p.m.

Chairman Date