

Minutes of the monthly meeting of Waterbeach Parish Council held on Tuesday, 5th September, 2006 in the New Pavilion.

Present: Mr. Ball; Mrs. J. Cornwell; Mrs. J. Dunnett; Mrs. S. Fisher; Dr. C. Grant (Chairman); Mr. W. Grant; Mr. D. Halsey; Mr. W. Saberton; Mrs. C. Smith; Mr. M. Williamson; Mrs. J. Williamson;

Mr. Williamson also attends as county councillor for the ward of Waterbeach

In attendance: Mr. P. Johnson(SCDC); The Clerk;

1. **Apologies:** Mr. D. Black; Mr. Leeke; Mr. Wright

2. **Declaration of Interests:**

Dr. C. Grant - personal interest as a committee member of the community/youth building committee in matters relating to youth provision. Personal interest as a WILL volunteer in matters relating to the library. Pecuniary interest in item 9.

Mr. W. Grant - Personal interest as a WILL volunteer in matters relating to the library.

Mrs. Williamson – personal interest as a school governor in matters relating to the school and the library. Personal interest as a committee member of the community/youth building committee in matters relating to youth provision.

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

Mr. D. Halsey – personal interest as a resident of Chapel Close

3. **To approve the minutes of the meeting held on 1st August, 2006:**

Mr. M. Williamson proposed, seconded by Mrs. Dunnett and agreed that the Minutes be approved and signed.

4. **Matters arising from the Minutes of the meeting held on 1st August, 2006**

- i. Parish 3-way meeting with CCC highways on 18th October – The meeting would commence at 7.30 p.m.
- ii. Permit to travel machine. The clerk had tried to contact the area manager with no success. Mr. Williamson would forward the necessary e.mail address to the clerk.
- iii. Car Dyke bridleway request – Mr. Williamson had mentioned this to Mr. Nuttycombe, CCC. The clerk suggested that Mr. MacMillan, CCC be contacted by Mr. Williamson.
- iv. Sustrans cycleway – it was suggested that councillors ask users if the land across the gateway is wearing. A sign from the river onto the cycleway is still required. The barrier at the station end still needs moving.
- v. Mr. Williamson's meeting re. Clayhithe Road – this should no longer be an agenda item although Mr. Williamson agreed to speak to Mr. Howard about the cracks which are appearing on the edge of the road and the patch of road where Cambridge Water have repaired the road leaving a hump.
- vi. Path marking in Greenside – Mr. Howard, CCC, has not replied with the action which could be taken to improve the safety
- vii. Chattering play area – Mrs. Cornwell has not been able to obtain three estimates for the work.. The estimate for the re-siting of the wall is £750. Estimates received: T & B Groundworks - supply of swing by Wicksteeds with installation, supply and installation of safety matting £17027; Wicksteeds supply and installation of swing and safety matting £24438. It was agreed that the application for funding from Evolve EB should be submitted with the information received and a letter from the council guaranteeing 10% third party reimbursement if required.
- viii. Yellow box marking at station – Network Rail have been contacted about the need for the re-painting of the yellow box markings on the road either side of the crossing.

- ix. Village green on St. Andrews Hill – the clerk reported that there is no information regarding 3 St. Andrews Hill at Land Registry following the internet enquiry. Investigation at Land Registry regarding 2 St. Andrews Hill would be made. Mr. Williamson agreed to look at the Land Registry web site for information.
- x. Road to locks – the clerk had contacted CCC and Environment Agency who both say that it is not their responsibility to repair. The clerk will be contacting Anglian Water and it was suggested that the Waterbeach Internal Drainage Board also be contacted.
- xi. Long Drove – Mr. Williamson reported that CCC do not have the resources to do any repair work.

5. **Risk Assessments and Health and Safety:**

- i. To consider review of the risk assessments: Notes of the meeting held on 23rd August when Mr. Ball, Mrs. Williamson and Mrs. Fisher had met had been circulated. They had agreed that:
 - a. the existing risk assessments need reviewing. Mrs. Williamson had agreed to go through the assessments, which had been done in April 2005, and compile a list of identified actions in order that it could be checked whether they had been done. Mrs. Fisher had agreed to amend the assessments once this list has been done. It had been suggested that each employee complete a diary for a week in order the risk assessments could be written accordingly.
 - b. the system for carrying out and reporting on safety inspections needs reviewing. They had suggested that a standard check form should be produced which Mrs Fisher would do as it is unclear whether who is responsible for carrying out regular checks and whether they are being done. Mrs. Fisher had agreed to receive the regular checks and compile lists of actions arising from them.
 - c. a discussion is needed on how to establish a system of monitoring required actions. Mrs. Fisher suggested that a list of actions from the future controls in the risk assessments and the safety inspections should be presented to the full council each month
 - d. consideration be given to the health and safety implications of the groundsman's shed. They had agreed that a list of all chemicals stored in the groundsman's shed should be made and that data sheets obtained from the suppliers be kept in a file. All equipment used and the risks attached would be identified. A decision should be taken by the council soon regarding the shed and the surrounding area.

Mrs. Fisher handed out a form to monitor actions from risk assessments, safety checks etc.. The form had been started with some of the actions from the risk assessments, the monthly check on the recreation ground and the meeting held on 23rd August. Actions on the twenty five points were recorded onto the form. It was agreed that further consideration needs to be given to the management of actions necessary from risk assessments and safety checks.

With reference to the groundsman shed the clerk reported she had met with a contractor and requested an estimate for a building for the storage of machinery. Since this has not been forthcoming a further meeting has been arranged with another contractor. The clerk suggested that she considered that it is possible that contractors are not forthcoming with estimates as councillors have not given a clear definition as to what is required.

- ii. To consider policy on graffiti:

A number of areas where graffiti has occurred had been noted on the safety check for the recreation ground. It was agreed that the clerk ask Cambridge City Council the charge for removing graffiti from brickwork and paving.

6. Community/Youth building

- i. Meeting with CCC, Mrs. Fisher and Mr. Williamson

A meeting had not so far taken place. Mr. Williamson would meet Steve White, Head of Youth Services CCC to discuss the Bannold Road 106 Agreement secondary education contribution, any possible funding for a youth building and contribution towards the running costs of the youth club/drop in centre.

The clerk had made some enquiries about provision of a permanent building similar to the new youth building at Milton. The clerk will discuss the options for additional facilities with Melissa Reynolds, SCDC planning.

7. To receive report on progress with Parish Plan:

A further meeting of the steering group had been held. Representation is to be made at the forth coming meeting of the Community Association. ACRE continue to be supportive and are recommending that a formal constitution is adopted. It is hoped that the village plan will be completed by June 2007.

8. Correspondence:

SCDC – request for bench adjacent to Chapel Close houses
on recreation ground to be moved

CALC – Strategic review – executive summary

CCC – A – Z of council services

CCC – Cambs. Scrutiny: working to improve services for Cambs. People

Mr. J. Cattermole – appreciation that there is soon to be a crossing outside the school and suggestion that there should be more safer road crossing points in the village. It was agreed that there is an urgent need to inform parishioners that the zebra crossing is not going to be installed outside the school but between the Waddelow Road and Cattells Lane junction with High Street. All other points had been discussed previously both at parish council and with CCC to no avail.

9. To approve accounts for payment:

With the addition of £77.55 to K J Hunt for the repair to the damage caused to the portacabin Mrs. Cornwell proposed, seconded by Mr. Ball and agreed that the accounts be paid.

10. Representative Reports

- i. County Councillor's Report:

Re-siting of park and ride from Cowley Road – there is shortly to be an exhibition of the scheme. It was agreed that Mr. Frost, CCC, be invited to the October meeting when it is hoped that he will be able to provide the survey information promised regarding the impact of the traffic on Waterbeach.

Cambridge Sports Lake plans – to be discussed at SCDC planning committee on 6th September
Slap Up/A10 junction – now being identified by south Cambridgeshire area joint committee who are recommending traffic lights as the junction has a higher than average accident record.

Bannold Road 106 agreement – efforts are being made to secure the secondary education contribution comes to Waterbeach.

Bannold Drove – this has been closed off by CCC because of a badger sett.

- ii. South Cambridgeshire District Councillor's Report:

Mr. Johnson would support any scheme to improve the Slap Up/A10 junction.

Street signs – the replacement signs for Way Lane and Pieces Lane are on order.

- iii. Library:

A draft business plan has been sent to parish council finance committee members for comments.

- iv. Bannold Road development – 106 agreement

v. CALC:

The meeting had been well attended by representatives from several village

vi. Parish Council facilities:

Dog fouling and litter – the clerk circulated information regarding the responsibility for this nuisance. The matter would be discussed as an agenda item in October.

BMX track – the BMX track which had been created by the users had been viewed by some councillors before the meeting. It was noted that helmets are not being worn and that there is quite a bit of litter. The trees which have been trimmed to make a clear way for the track need the stumps of the branches removed and the grips in the grass outside the tree line need filling in as they were considered to be a trip hazard. It was agreed that before any further ramps/humps could be made the users needed to demonstrate that they use the facility safely and keep the area tidy. The matter will be reviewed in November.

Groundsman’s holiday and grass cutting – it was agreed that provided a person was considered competent they did not need to be trained in order to instruct Clive Rabbett on use of the tractor and the equipment used. Mr. Smart would be asked to show Mr. Rabbett how to use the equipment in order that the football pitches could be cut ready for the matches at the weekend.

10. Village Matters:

Cars are parking inappropriately in the High Street at the point of the Green.

Station Road path – CCC have still not done anything about the slope to the path in Station Road. Mr. Williamson would speak to Mr. Howard about it and it could also be discussed at the meeting on 18th October.

War memorial – a parishioner is not happy about the lettering on the memorial stating that the ‘C’ and the ‘G’ are not clearly distinguished.

Chapel Close passageway pinch points – these can not be passed through by wheelchair users wanting access to the recreation ground.

The meeting ended at 10.00 p.m.

Chairman Date