

Minutes of the monthly meeting of Waterbeach Parish Council held on Tuesday, 7<sup>th</sup> November, 2006 at 7.30 p.m. in the New Pavilion.

**Present:** Mr. D. Black; Mrs. J. Cornwell; Dr. C. Grant; Mr. W. Grant; Mr. D. Halsey; Mr. M. Leeke; Mr. W. Saberton; Mrs. C. Smith; Mrs. J. Williamson; Mr. M. Williamson; Mr. A. J. Wright (Chairman)

Mr. Williamson also attends as county councillor for Waterbeach.

**Absent:** Mr. T. Gilzean

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

1. **Apologies:** Mr. A. Ball; Mrs. J. Dunnett; Mrs. S. Fisher.

2. **Declaration of Interests:**

Dr C R Grant - personal interest as a committee member of the community/youth building committee in matters relating to youth provision.

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

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

Mr. A. Wright – personal interest as CCC employee in correspondence relating to consultation on Civil Registration.

3. **To approve the minutes of the meeting held on 3<sup>rd</sup> October, 2006:**

Following the amendment to record Mr. T. Gilzean as absent Mrs. Cornwell proposed, seconded by Mrs. Smith and agreed that the Minutes be agreed and signed. Mr. Grant abstained.

4. **Clerk's Report including matters arising from the Minutes of the meeting held on 3<sup>rd</sup> October, 2006**

i. Report of parish 3-way meeting with CCC highways held on 18<sup>th</sup> October.

Mr. Williamson reported on the meeting. It is clear that the response by CCC to correspondence needs much improvement. There should be a response stating timescale to act or stating that no action can be taken.

The level of repair to potholes etc is also a matter of concern as there are a number of incidences in the parish where repeat visits have been made. It is also a matter of concern that the company who had been inspecting the repairs now has a contract with CCC. It is understood that CCC officers will now be carrying out more of the inspections.

ii. Permit to travel machine – a contact name to refer this matter to is required by the Clerk.

iii. Car Dyke bridleway request –

iv. Sustrans cycleway – no progress has been made on this matter

v. Clayhithe Road road repair opposite The Bridge entrance -

vi. Path marking in Greenside - no progress to report on this matter

vii. Chittering play area – Mrs. Cornwell reported that a grant of £17609 has been secured from Evolve EB. The Council are required to pay 10% of this to Donarbon before the grant can be released. The Application to Cambridge Water Company for funding had been unsuccessful.

viii. Yellow box marking at station – Mr. Williamson agreed to inform the Clerk of a contact name at Network Rail.

ix. Village green on St. Andrews Hill – the matter has been referred to Taylor Vinters who have been given the paper work which they requested. EDF Energy have been contacted about the poor re-instatement of the grass following works. It was agreed that all parish council land should be registered if it is not already.

x. Road to locks – Waterbeach Internal Drainage Board are responsible and will spread road plans to improve the area.

xi. Long Drove – no progress on this matter.

- xii. To consider action regarding graffiti – Cambridge City Council are to inspect and give an estimate. It was agreed that all graffiti on the recreation ground should be itemised and quoted for removal. It was agreed that Dave Beasley should be asked about the youth club symbol which the council had given permission for being painted on the east end of the pavilion.
- xiii. To approve provision of security lighting at old pavilion – B. Langley & Son had provided a quotation for emergency lighting in the old pavilion as recommended by the fire officer. The quotation of £997.50 is for seven emergency light. Mr. Grant proposed, seconded by Mr. Black and agreed that the work should be carried out as soon as possible due to the health and safety implication
- xiv. To consider lighting along footpath between youth club and Beach Social – the bollard lights have been vandalised twice in two weeks. The Clerk had requested a quotation to alter the lighting to reduce the repeated costs of repair, to ensure that the path is always lit and to reduce the inconvenience to the clubs due to the floodlights not working when the supply had been damaged. Mr. Grant proposed, seconded by Mrs. Smith and agreed that the quotation of £1397.50 to replace the four bollards with a 3 metre column light and a guarded wall light fitting on the rear of the social club and on the portacabin should be accepted and the work carried out as soon as possible in the interest of health and safety.

**5. To receive communications to the Council as seen fit by the Chairman:**

Waterbeach Angling Club – management of free stretch of Cam. Mr. Grant proposed, seconded by Mrs. Cornwell and agreed that Waterbeach Angling Club bailiff the free stretch of the river Cam below Bottisham Lock and keep the bank clear and clean but continue to allow fishermen from all surrounding parishes to continue to fish for free.

Norma Kay – Car Dyke and Hall Farm.. The Clerk had been in contacted with BC Trust, managers of Car Dyke, and CCC Farms. The Council agreed that, if approved by CCC, they would install a kissing gate with disabled access in the gap at the south west corner of the recreation ground. SCDC should also be contacted for an update on the enforcement of planning consent at the Hall Farm stables.

Walter Dickson – complaint re. activities at Clare Close open space. Agreed that it is impractical to erect a ‘No ball’ sign, that Dave Beasley be asked if he knows who may be causing the problems and to request that PCSO Crowson police the area at times when children may be climbing on the garage roofs.

Money Matters (St Ives) Ltd – internal audit service ceased. Mr. Leeke and the Clerk would discuss the engagement of another internal auditor.

T. Brown – Denny End/A10 traffic lights. Since sending the original letter to the Council Mr. Brown had contacted CCC who will be attending to the timing of the lights week beginning 13<sup>th</sup> November. Mr. Williamson had raised the matter with CCC.

Fen Edge Community Assoc. – request for contribution to 2007 Fen Edge Family Festival. The Council are unable to give financial support but are willing to display notices on the village noticeboards.

CCC – Registration Service in Cambridgeshire – consultation. Dr. Grant and the Clerk would complete the registration consultation form.

**6. To receive and consider reports and minutes of:**

- i. Planning committee. The Minutes of the meeting held on 17<sup>th</sup> October had been circulated to all councillors.
- ii. Finance Committee: The Minutes of the meeting held on 31<sup>st</sup> October and circulated to all councillors. It was agreed that a garden shredder was not necessary for dealing with fallen branches now that SCDC had advised that the waste regulations do not apply to the parish council. It was agreed that

three green bins should be obtained from SCDC in order that some green waste could be recycled.

Dr. Grant reported that the Employment Panel had met with Mrs. Smart to discuss issues relating to her employment (page fc10) and requested that the situation regarding the manager of the recreation facilities and the Clerk should be discussed after all other business of the meeting had been dealt with.

- iii. Parish Plan committee: Mr. Black reported that a meeting had been held on 16<sup>th</sup> October which had been attended by twelve people. Suzy Kay has obtained grant which allows for the youth to produce a video on the village plan. The next meeting is to be held on 20<sup>th</sup> November.
- iv. Council meeting held on 1<sup>st</sup> November: The minutes of the meeting to discuss additional facilities for the youth had been circulated. The Clerk had received the plans, approved in 1999, for a building adjacent to the new pavilion.

**7. To consider recommendation that:**

- i. the Council's employees will continue to maintain the bowls green and that the Council will address all issues of management:

Mr. Black proposed, seconded by Mr. Saberton that the Council will continue to maintain the bowls green.

**8. To consider resolution that:**

- i. the Council will proceed with building a new youth/community building to the west of the new pavilion:

Mr. Leeke proposed, seconded by Mrs. Smith and agreed that the Council will investigate the provision of a new youth/community building

**9. To approve accounts for payment:**

Mr. Grant proposed, seconded by Mr. Leeke and agreed that the accounts, as presented, be paid.

**10. To receive report from**

- i. County Councillor:

The full detailed documents of the plans for the Milton Park and Ride are available.

The disruption caused by the Cowley Road road works should be improved by the end of November.

There is a substantial overspend to the budget for the current year and the rate support for 2007/08 does not appear to be good.

- ii. South Cambridgeshire District Councillor:

Cambridge Sports Lake – a further meeting had been held on 24<sup>th</sup> October. There are still a number of questions regarding drainage and traffic which the developers need to address.

Bus passes – the applications forms are now available in the post office and can also be downloaded.

Chapel Close barriers into recreation ground – this matter is being looked into.

Way Lane – the new street sign has been removed.

Way Lane – there have been complaints about speeding traffic. The police are to increase the patrols.

Bannold Road development s106 – this is still ongoing. The Clerk would contact the solicitors.

Lode Avenue – concerns about the number of cars using the road to park instead of the station car park and hence blocking the road. The question of contingency parking in the event of the station car park becoming flooded.

Sustrans cycleway barrier – concern that the problem has not yet been resolved and the risk is now increased due to the winter nights. Mr. Williamson agreed to contact Mr. Frost, CCC.

**11. To receive report from other representatives:**

- i. Library officer:

The contract has been signed and returned to Mr. Allanach. Central library in Lion yard is to be refurbished during which time the archives will be stored at the Milton Road library and the

periodicals at the Rock Road library both of which will be open seven days a week. The software is not to be upgraded in the Library Access Points until mid 2007.

Dr, Grant and Mrs Jones attended the Young Wives group to give a talk. Books were sold and a donation made by the group.

ii. CALC representative:

The District Association meeting is to be held on 22<sup>nd</sup> November at 7.30 p.m. at SCDC offices, Cambourne.

### **12. Risk Assessments and Health and Safety:**

i. To consider review of the risk assessments:

Mrs. Williamson reported that Mrs. Fisher had updated the risk assessments for the skateboard area, the cemetery and the library these had been circulated by the Clerk to Mr. Black, Mr. Halsey and Dr. Grant respectively as the parish councillor responsible for carrying out the regular safety checks. It was agreed that the risk assessments for areas where there is a councillor responsible, should be done in consultation with them. Mrs. Fisher had also updated the risk assessments for the car park, the new pavilion and the use of contractors. It was agreed that the matter could not be discussed any further as there were matters which could not be verified. Mrs. Fisher and Mr. Ball had started work on the risk assessment for the groundsman. The groundsman and his line manager would be consulted on this document

ii. To consider management of actions on risk assessments and safety check:

This matter would be discussed at the next meeting when it has been agreed that a report will be made by Mr. Ball, Mrs. Fisher and Williamson. It was agreed that a meeting would be arranged for all councillors responsible for carrying out checks and Mr. Ball, Mrs. Fisher and Mrs. Williamson.

### **13. Correspondence:**

CCC – Countryside Access Team Annual Report

CCC -Tackling the growing challenge of congestion in Cambridgeshire

CCC – Highways and Access – Listening to your Views survey

CCC – traffic assessment

CCC Senior Management – structure chart and contact numbers

CCC – Slow down on roads alongside rivers campaign

SCDC – Biodiversity Strategy

ECDC – Local Development Framework

ABA - bulletin

CALC bulletin

Cambridge Water Co. – planning for a third dry winter

Community & Voluntary Forum – Keeping in touch with regeneration activity in the region

Community Mediation Service

British Leprosy Relief Assoc.

Disability Sports Focus

Mr. Wright proposed the resolution that in view of the confidential nature of the business about to be transacted, the letter from the Clerk concerning her employment with the Council, it is advisable in the public interest that the public be temporarily excluded and asked to leave. The Clerk left the meeting at 10.15 p.m.

Employment Issues: (see page 1315, 6ii)

The Council resolved to offer David Smart a contract for managing the maintenance of the recreation facilities and the open spaces, and the groundsmen who undertake the work and for advising the Parish Council on matters relating to the maintenance of the open spaces. Proposed Mr. Grant, seconded Mrs. Smith and agreed.

The Council propose to vary the Clerk's contract to increase the hours to 22.5 hours per week.  
Proposed Mr. Williamson, seconded Mr. Grant and agreed.

The meeting ended at 11.20 p.m.

Chairman ..... Date .....