

Minutes of the monthly meeting of Waterbeach Parish Council held on Tuesday, 5<sup>th</sup> December, 2006 at 7.30 p.m. in the New Pavilion.

Members of the Public are invited to speak during the first 15 minutes of the meeting.

**Present:** Mr. D. Black; Mrs. J. Cornwell; Mrs. S. Fisher; Dr. C. Grant; Mr. W. Grant; Mr. M. Leeke; Mr. W. Saberton; Mrs. J. Williamson; Mr. M. Williamson; Mr. A. Wright (Chairman)  
Mr. Williamson also attends as county councillor for Waterbeach.

**Absent:** Mr. T. Gilzean

In attendance: Mr. P. Johnson (SCDC); one member of the public and the Clerk.

**Matters raised by members of the public:**

A resident of Station Road expressed serious concern about the number of dogs off leads and dogs fouling on the recreation ground. Mr. Johnson agreed to take the matter up with SCDC as it was thought that it is their responsibility to enforce. It was also suggested that the school be asked to include some form of education on the situation in the PHSE lessons.

**1. Apologies:** Mr. A. Ball; Mrs. J. Dunnett; Mr. D. Halsey; Mrs. C. Smith

The Clerk was asked to remind councillors, who had missed a number of consecutive meetings, that failure to attend for six months would result in disqualification from the council.

**2. Declaration of Interests:**

Dr. Grant and Mr. Grant declared a prejudicial and personal interest in discussions relating to Mr. D. Smart and left the room whilst such discussions took place.

**3. To approve the minutes of the meeting held on 7<sup>th</sup> November, 2006:**

Mr. Leeke proposed, seconded by Mrs. Cornwell and agreed that the Minutes be approved and signed.

**4. To approve the minutes of the meeting held on 1<sup>st</sup> November, 2006:**

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

**5. Management of Council Facilities:**

i. Resolution: To ratify the proposal made at the meeting held on 7<sup>th</sup> November, 2006 that the hours of the Clerk be increased from 20 hours per week to 22.5 hours per week, and that her contract of employment be amended appropriately from 13<sup>th</sup> November, 2006. Mr. Williamson proposed, seconded by Mrs. Cornwell and agreed that the resolution be approved. Dr. Grant would be asked to amend the job description and contract of employment

ii. Resolution: To ratify the proposal made at the meeting held on 7<sup>th</sup> November that a contract from 13<sup>th</sup> November, to be reviewed in three months, be given to Mr. David Smart to manage the day to day maintenance of the Recreation Facilities and the groundsmen who undertake them and for advising the Parish Council on matters relating to the maintenance of the open spaces. Mr. Williamson proposed, seconded by Mr. Black and agreed that the resolution be approved.

**6. Clerk's Report including matters arising from the Minutes of the meeting held on 1<sup>st</sup> and 7<sup>th</sup> November, 2006**

i. Permit to travel machine – Mr. Stripe had reported that First Capital Connect do not consider that there is a need. The Clerk would contact Debbie Suckling concerning the matter. The safety appraisal, promised for December, should be requested.

ii. Car Dyke bridleway request – nothing to report

iii. Sustrans cycleway – Mr. Williamson agreed to speak to Patrick Joyce, CCC, concerning the sign into the car park which had never been erected. The Clerk would contact Mr. Merrington.

iv. Clayhithe Road road repair opposite The Bridge entrance – Karen Lunn, CCC, had noted and will report the problem

v. Path marking in Greenside – as iv above.

vi. Chattering play area – the order for the equipment and work has been made.

- vii. Yellow box marking at station – this is still be done
- viii. Village green on St. Andrews – the matter is being dealt with by Taylor Vinters.
- ix. Long Drove – CCC have not replied with concerns about the uneven road.
- x. Graffiti removal – contact by Cambridge City Council has not been made as yet.
- xi. Youth/community building – meeting with Frances Fry, SCDC – Mrs. Cornwell and the Clerk had met with Frances Fry, SCDC planning to discuss the siting of building on the recreation ground. In principle SCDC agree to a building to the west of the new pavilion. The project has been registered with SCDC for grant funding. The Finance committee would consider the budget implications of proceeding. It was agreed that Mrs. Cornwell and the Clerk should continue to obtain information regarding plans which would be discussed at a meeting specifically for the discussion on the building project.
- xii. Groundsman’s building – Mrs. Cornwell, Mr. Smart and the groundsman had measured the site adjacent to the garage and discussed the proposal. Mr. Williamson proposed, seconded by Mr. Leeke and agreed that planning permission should be submitted.
- xiii. Meeting with Slough Estates – Dr. Grant, Mrs. Williamson, Mr. Williamson and Mr. Wright had attended the liaison meeting when a presentation of the proposals for a 112 bed hotel was made. There are to be no leisure facilities as had been promised in the original proposals for the whole site. They were also informed that the units to be erected are now to be smaller, starter units rather than the original units which are at the entrance to the site.
- xiv. Dates for:
  - i. Finance/budget meeting: a meeting would be held on 9<sup>th</sup> January, 2007 and a further meeting on 30<sup>th</sup> January, 2007 if necessary.
  - ii. Inspection of facilities: it was agreed that it would be preferable to inspect areas of the village separately. A meeting to inspect the cemetery and specifically the wall would be held on 6<sup>th</sup> January, 2007 at 10.30 a.m..
- xv. Appointment of an internal auditor – this would be discussed at the January meeting.

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

Taylor Vinters – Waterbeach Village Green and registration of land. It agreed that Taylor Vinters be asked to ensure that all parish council land is registered at Land Registry. Taylor Vinters would be asked for an estimate of the cost before proceeding.

Moore Stephens – Audit of accounts for year ended 31 March 2006. The audit has been completed, it was noted that there were no comments from the external auditor.

CCC – proposal for jointly funded minor improvement scheme – the proposal for a central island crossing point will cost considerably less than the scheme submitted. It was agreed that a request be made for a site meeting to discuss where an additional crossing could be installed in order that the village would benefit from the total allocated funding.

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

- i. Planning committee – the Minutes for the meeting on 21<sup>st</sup> November had been circulated and approved at the meeting on 5<sup>th</sup> December.
- ii. Parish Plan committee – meetings are still being held and the plan progressing. It is anticipated that the questionnaire will be distributed in the spring when the nights are lighter.
- iii. Recreation ground user’s committee – the meeting was not quorate and notes had been circulated.

**8. To approve accounts for payment**

- i. Unpaid accounts as circulated

Mr. Williamson proposed, seconded by Mrs. Cornwell and agreed that the accounts as presented should be paid.

- ii. Expenditure during month
  - a. Replacement trees and shrubs for Winfold Road, Greenside and outside new pavilion.
  - b. Leaf blower

**9. To receive report from**

- i. County Councillor:

An approach had been made to Mr. Rickard concerning assurance that the education contribution from the Bannold Road development s.106 should be used within the parish of Waterbeach. It was agreed that Mr. Williamson should be formally written to on this matter.

Milton and Bottisham Parish Council are still complaining about the re-siting of the sewage works, an alternative site to the preferred option of Honey Hill could be on land between Milton and Waterbeach.

The lane closure into Cowley Road is soon to be re-opened.

CCC budgets are looking a real shambles as a result of the overspend over a number of years.

- ii. South Cambridgeshire District Councillor:

It had been agreed that the pinch point barriers onto the recreation ground from Chapel Close could be partly removed. However this would improve the access for buggies and wheelchairs but would also make the access easier for bicycles, motor bikes and mopeds.

SCDC planners had told Mr. Garroway, Cambridge Sports Lake that the meeting he had requested would not be possible until the beginning of 2007.

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

- i. Library officer –

there are still some outstanding issues on the new agreement. The Clerk was asked to attend to these and ensure that Mr. Allanach has the information he requires.

More volunteers are needed, particularly for the Friday library sessions.

- ii. CALC representative -

Mrs. Williamson had attended the area joint traffic committee where there was an interesting debate on 20 mph speed limits.

- iii. Recreation Manager's report –

A report was circulated of a meeting held with Jenny Roberts, Collier Turfcare and the groundsman to take advice on the treatment of the bowls green and cricket square. The most urgent action is for a three weekly aeration of the bowls green with a sarel spiker The spiker could cost the council £599. In order to meet financial regulations a meeting would be held on 12<sup>th</sup> December at 7.00 p.m. in the Community Room to consider purchase of the equipment required.

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

- i. To consider review of the risk assessments

The report due had not been completed. Mrs. Fisher agreed to write a report of the health and safety legal requirements of the council for circulation prior to the meeting which will be held on 16<sup>th</sup> January provided that there are not too many plans to be discussed.

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

**12. Correspondence:**

SCDC – Licensing of large events

Acacia Tree Surgery – recommendation and estimate for work to trees on recreation ground. Recommendations and estimates for work to the trees on the green, the gault and the cemetery had been received from Acacia. Dr. Grant had assessed the recommended work and advised that consideration should be given to removal of the deadwood to T1 and T13 of the schedule for the green and that an application to carry out work on the trees on the green and the gault should be made to SCDC. Expenditure on T1 and T13 would be considered at the meeting on 12<sup>th</sup> December.

CALC – bulletin and training

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