

Minutes of the monthly meeting of Waterbeach Parish Council held on Tuesday, 2nd January, 2007 at 7.30 p.m. in the New Pavilion.

Present: Mr. A. Ball; Mr. D. Black; Mrs. J. Cornwell; Mrs. J. Dunnett; Mr. T. Gilzean; 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.

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

1. **Apologies:** Mrs. C. Smith

2. **Declaration of Interests:**

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

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 county councillor and school governor in matters relating to the school and the library

Dr. Grant declared a prejudicial interest regarding item 7

Mr. Grant declared a personal interest regarding item 7.

3. **To approve the minutes of the meeting held on 5th December, 2006:**

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

4. **Clerk's Report including matters arising from the Minutes of the meeting held on 1st and 5th December, 2006**

- i. Permit to travel machine – no further information
- ii. Car Dyke bridleway request – no further information
- iii. Sustrans cycleway – Mr. Merrington will report the need for directional signs onto the cycleway at the entrance to the station car park. Consideration is now being given to the cycleway running along the east side of the Cam as the proposed link bridge is unlikely to be built due to cost. Concern was expressed by councillors about the lack of a mechanism for liaison between parish and district councillors and the Sustran organisation. The Clerk would make enquiries to rectify this.
- iv. Clayhithe Road road repair opposite The Bridge entrance – this has been reported again
- v. Path marking in Greenside – the white line defining the edge of the path in front of the White Horse can be re-instated under maintenance.
- vi. Chattering play area – work has commenced on the replacement swings and re-positioning of the gate.
- vii. Yellow box marking at station – nothing has been done.
- viii. Village green on St. Andrew's Hill – awaiting further information from Taylor Vinters
- ix. Graffiti removal – Cambridge City Council have not responded. Clerk to chase.
- x. Youth/community building – contact at ACRE not returned telephone call.
- xi. Groundsman's building – further information required before submitting planning application. Councillors need to consider the specification required.
- xii. Appointment of internal auditor – only one response. Additional internal auditors for consideration should be sourced from neighbouring counties.
- xiii. Date and format for the Annual Parish Meeting – the date had been arranged for 25th April, 2007. It was agreed that should not be a speaker and that better publicity is required. The date would be published in the Newsletter which would be inserted into the next Beach News and the date would also appear in the next two editions of the Beach News. The newsletter would include articles by David Black and Alan Ball on the Village Plan, Will Grant on dogs

on the recreation ground and an overview of the parish council activities by Adrian Wright.

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

CCC – change to bus services. The 196 service is to be stopped due to lack of use. It was agreed that it is disappointing that a link between bus and train services has not been explored by CCC.

D. Halsey – resignation. A letter of resignation due to personal reasons had been received. A letter of thanks for his input to the council, particularly for the work relating to the cemetery, during the two years of involvement should be sent. The appropriate notice for a casual vacancy had been displayed and sent to SCDC.

Mrs. S. Fisher – resignation. A letter of resignation due to personal reasons had been received. A letter of thanks for her input during the six months of involvement should be sent. The appropriate notice would be displayed and sent to SCDC.

Reference to the casual vacancies would be made in the newsletter.

6. To receive and consider reports and minutes of:

i. Planning committee – concern was expressed about the minute relating to the response of the council to the planning application by Cambridge Sports Lake. Mr. Williamson proposed, seconded by Mrs. Cornwell and agreed that a supplemental comment should be sent to SCDC stating that the parish council continue to support the application in principle but refuse the application due to the traffic and access concerns.

It was also noted that CCC continue to fail in their duty to allow access to the site from the A10 or to provide land adjacent to the Slap Up junction to enable the junction to be improved.

ii. Parish Plan committee

7. To approve accounts for payment

i. Unpaid accounts as circulated. Dr. Grant and Mr. Grant left the room whilst approval of the accounts was made.

Mr. Ball proposed, seconded by Mrs. Williamson and agreed that the accounts as presented should be paid. It was agreed that the contract and alternatives for servicing and supply of replacement fire extinguishers should be investigated.

8. To receive report from

i. County Councillor:

In the CCC budget cuts mobile library services are to be reduced.

ii. South Cambridgeshire District Councillor:

Dogs on the recreation ground – it is the responsibility of the parish council to enforce the statement on the notices erected by them.

The broken drain cover in High Street has now been repaired and the street sign for Way Lane has been ordered.

9. To receive report from other representatives:

i. Library officer:

A further volunteer has been recruited but more are needed.

The central library is closing in January all alternative services have not been put in place by CCC. Concern was expressed that information regarding the situation is not being passed to the LAPS in order that they can keep the library users informed.

ii. CALC representative – there have been no meetings.

iii. Recreation Manager's report

Mowers for the bowls green and the cricket square have been demonstrated to the groundsman and councillors. The moss on the bowls green has been treated and the area spiked. Further advice on the treatment needed to the bowls green and the cricket square will be obtained.

The groundsman, guided by Dr. Grant had planted the area near the new pavilion and on Greenside.

10. Risk Assessments and Health and Safety:

- i. Proposal: The actions outlined in the Health and Safety Report are carried out as soon as is reasonably practicable. A report written by Mrs. Williamson had been circulated in which she proposed that:
 - a. A meeting be held to discuss the individual risk assessments
 - b. Seek outside advice on how far the council need to go with risk assessments for storage and use of hazardous substances and a risk assessment be carried out on the use of chemicals.
 - c. The Clerk’s workplace is assessed and that risk assessments for the clerk and groundsman are completed
 - d. Electronic checklist forms be drawn up for those areas where they do not exist.
 - e. A health and safety policy be drawn up.

A draft COSHH assessment, health and safety policy and list of clerk’s activities had been prepared by the clerk and circulated. It was agreed that councillors should give consideration to the documents prepared by the clerk in relation to the proposals made by Mrs. Williamson and the report written by Mrs. Fisher prior to the meeting on 16th January.

- ii. To consider management of actions on risk assessments and safety checks. Mrs. Kay and Mrs. Cornwell who carry out the checklists on the play areas in Waterbeach and Chittering respectively would be asked to e.mail the regular reports in order that they can be circulated to councillors and retained by the Clerk.

11. Correspondence:

- SCDC – parish precepts
- CCC – County Council budgets for 2007/08
- CCC – Temporary signs for Community or Charity Events
- Defra – addendum

- 12. It was suggested that county and district councillors and all councillors giving reports to the meeting should send them in writing to the Clerk for circulation. Questions and answers to the councillors would be made during the meeting

It was requested that the list of accounts be circulated with the agenda.

It was suggested that an agenda item be re-instated to allow councillors to bring important matters to the meeting.

The meeting ended at 9.55 p.m.

Chairman Date