

Minutes of the monthly meeting of Waterbeach Parish Council held on Tuesday, 6th February, 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. C. Smith; 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), the Clerk and six members of the public.

Matters raised by members of the public:

Passageway from Denny End Road to Jubilee Close –Mrs. Burke complained about the amount of litter and dog fouling along the passage which she cleans on occasion. A request to the installation of a dog litter bin in the area was made. Mr. Johnson agreed to monitor the situation. Councillors commented that other areas such as Primrose Lane, Denny End Road and the Backstile footpath also have a lot of rubbish. The suggestion of employing a litter picker was raised again.

Village Plan – Tim Gent, Jonathon Lewis-Jones and Alan Ball of the Village Plan committee explained to the council the progress that has been made towards the completion of the questionnaire which will be distributed at Easter. They also carried out a survey of the views of the councillors for the future of Waterbeach.

Community Association Summer Ball – Mark Clack requested that the recreation ground and the facilities at the new pavilion be used for the summer ball on 30th June and the facilities be available for a period before and after to allow for preparation and clearing up. The event is to be in aid of Asthma UK.

1. **Apologies:** none

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 10.

Mr. Grant declared a personal interest regarding item 10.

3. **To approve the minutes of the meeting held on 2nd January, 2007:**

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

4. **To approve the minutes of the meeting held on 16th January, 2007:**

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

5. **Clerk's Report including matters arising from the Minutes of the meeting held on 2nd and 16th January, 2007:**

- i. Permit Machine - still waiting for information. The Clerk would contact First Capital Connect regarding the report on the Elsenham accident and the actions which they intend to take at other stations. Mr. Williamson reported that there is a possibility that double barriers will be installed at the station crossing however councillors considered that the priority is for a ticket machine on the north bound line. It was also agreed that a copy of the safety appraisal, due out in December, should be requested.
- ii. Car Dyke bridleway – no progress
- iii. No progress – request made for a report
- iv. Clayhithe Road – as iii
- v. Chittering play area – completed
- vi. Yellow box marking at station – consultation process started

- vii. Village Green on St. Andrew's Hill – decision needed as to whether or not to engage solicitors to register land. CALC advise that all land should be registered. Mr. Leeke proposed, seconded by Mrs. Smith and agreed that Taylor Vinters be asked to proceed with registering the area with the Land registry. Taylor Vinters should be instructed to direct any queries to the Council before investigating them by any other route. They would also be instructed to keep the Council closely informed.
- viii. Graffiti removal – Cambs. City Council contacted again, awaiting reply. Mr. Williamson had sent an e.mail to the Clerk regarding graffiti removal. This would be investigated. SCDC would also be contacted.
- ix. Youth community building – advice from ACRE recently received, further advice from suppliers needed.
- x. Groundsman's building – further advice being sought on materials etc.
- xi. Dog fouling enforcement – SCDC being recommended to only take on statutory duties, i.e collecting stray dogs. CALC advising SCDC that PCs do not have resource or expertise to deal with other dog enforcements matters.
- xii. Jointly Funded minor improvement scheme – consultation on the CCC recommended project for the preferred option of the council, a crossing in High Street, has met with opposition.
- xiii. Play area accident – on 21st January a child broke her leg whilst trying to stop the roundabout in the play area on the recreation ground. The 2006 RoSPA report and the RoSPA inspector have been consulted. There were no problems mentioned in the report regarding the gap. The inspector has recommended that in order to establish a duty of care any discrepancies that are now apparent should be rectified.
- xiv. Police Road Show – this will be at the Green on Wednesday, 7th February between 10 a.m and 11 a.m.
- xv. Library storage space – Waterbeach Brass are no longer storing their equipment in the store cupboard. Mr. Gilzean and Mrs. Williamson agreed to find out the situation regarding the use of the cupboard and try to establish some use of it by users of the community room.

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

SCDC – consultation from Network Rail in relation to level crossing.

Postwatch – Post office network consultation

Waterbeach Residents Co Ltd. – issues relating to Cody Rd. Kirby Rd. and Capper Rd. Exact siting of the litter bins which would be provided by Waterbeach Residents Co. Ltd need to be passed to the Clerk in order that it can be established whether SCDC will empty. The matters relating to the road surface need to be relayed to CCC Highways.

Taylor Vinters – Waterbeach Village Green

James Dean Fun Fair – request to operate from Green. Permission for the date requested could not be given as it is the same weekend as the Community Association summer ball.

CALC – clerks' training sessions. Mr. Leeke proposed, seconded by Mr. Ball and agreed that the Clerk should go on the training days on 23rd February and 23rd March. The Employment panel should consider staff development for all employees.

Waterbeach Community Association – request for use of recreation ground for summer ball. It was agreed that the Community Association could use the recreation ground and the facilities in the pavilion. All arrangements must be made in consultation with the council.

7. Resolution: To authorise the signing of the Bannold Road s.106 Agreement and to nominate two councillors to do so:

Mr. Williamson proposed, seconded by Mrs. Smith and agreed the agreement should be signed provided that all councillors have seen the final copy and had a chance to comment. Mr. Grant proposed, seconded by Mr. Leeke that the signatories should any two of Mr. Wright, Dr. Grant and Mrs. Cornwell.

The Clerk would contact Amy Richardson, Taylor Vinters to establish if the balancing ponds are included in the public open space.

8. Resolution: To appoint an internal auditor:

The finance committee had considered Heelis and Lodge and LGS Services as internal auditors and recommend that Heelis and Lodge, who will carry out the internal audit at the clerk's office, are employed for a trial year. Mr. Grant proposed, seconded by Mr. Williamson and agreed that the recommendation of the finance committee be accepted.

9. To receive and consider reports and minutes of:

- i. Planning committee – the minutes had been circulated and were noted.
- ii. Finance committee – the minutes had been circulated and noted.
 - a. *To agree precept as recommended in Minutes of the meeting of the finance committee*

Mr. Leeke proposed, seconded by Mr. Ball and agreed that the precept for 2007/2008 be £96,500.

b. To agree:

- (i) *purchase of cassette type mower and appropriate attachments for use on the bowls green and cricket square.*

Estimates had been obtained for a Dennis FT610 from Dades: £5083; G & J Peck: £5720; M. Weatherhead: £6154 and for an Allett from Dade: £4922; Thurlow Nunn Standen £4880. Mr. Williamson proposed, seconded by Mr. Ball and agreed that as the item had been included in the budget for 2007/2008 a mower should be purchased.

- (ii) *purchase roller for use on cricket square*

An estimate had been obtained for a reconditioned Stottard and Pitt roller from Upsons: £3000. A Stottard & Pitt roller in working order had been purchased by the Clerk for £300. Mr. Williamson proposed, seconded by Mr. Ball and agreed that as the item had been included in the budget for 2007/2008 the roller for £300 should be purchased.

- (iii) *exchange stiga mower*

Estimates had been obtained for a part exchange Stiga mower from Dade: £3485 and Thurlow Nunn Standen: £3021. Mr. Williamson proposed, seconded by Mr. Ball and agreed that as the item had been included in the budget for 2007/2008 the mower should be part exchanged.

10. To approve accounts for payment:

Dr. Grant, Mr. Grant left the room.

Mr. Williamson proposed, seconded by Mr. Black and agreed the accounts as presented with the addition of £75 to CALC for the two day intensive training course for the Clerk be paid.

The Clerk left the room whilst the contract with Mr. Smart was discussed.

It was agreed that Mr. Smart be retained for a further three months and that the employment panel would review the situation in April.

11. To receive report from

- i. County Councillor:

Cambridge Sports Lakes - This comes up before South Cambs. Planning on Wednesday 7th. I have made strong representations concerning traffic issues relating to Waterbeach and these got some publicity in the CEN on Monday. I hope the Planning Committee takes these points into consideration.

Cowley Road P&R Relocation -This will be determined by the County Council Development Control Committee on February 19th. I shall attend the meeting and may speak. The plans have been changed to take into account representations made by cycling groups since the original plans contained some very dangerous features. I can put forward any other issues that the Parish Councils wish.

Mobile Library -I have been given a copy of a leaflet given out in the Mobile Library. This says that the County Council is going to reduce the number of mobile libraries by 25% and asks those interested to contact Lesley Noblett or their County Councillor.

This is one of the proposed cuts to be made to balance the 2007-2008 budget. It is not clear yet which communities will be affected but, if Waterbeach wish to make representations, then they should do so.

JFMIH -Following the strong objections by the shops to the proposal to put a traffic island in the High Street, I had a long meeting with Karen Lunn on Monday of last week. At that I think I persuaded her that the original plan to put a zebra crossing close to the junction with Waddelow Road was feasible. Besides giving the residents of that part of the village a place to cross, it could also serve those parents who walk from the Coronation Close and Mill Road area to school, giving them a crossing point without the need to cross Waddelow Road. Karen is going away to think about it, but I invite the Parish Council to consider this option. Mr. Leeke proposed, seconded by Mrs. Williamson and agreed that the parish council should campaign hard to ensure that the proposal submitted to the scheme by the council for a crossing between Cattells Lane and Waddelow Road should be implemented. Mr. Johnson would see that residents in the Waddelow Road area support the scheme.

ii. South Cambridgeshire District Councillor

Street signs - The missing Way Lane street sign will be replaced using shorter posts, this will lessen the amount of leverage that can be applied to try and uproot the sign as has happened before, I did ask the resident of the bungalow if the sign could be fitted to his wall but he was afraid that this could cause damage to his wall. The Clare Close sign is to be fitted in the next two weeks.

Milton Country Park - The Milton Country Park is very much in the news and talks are ongoing with four possible parties to resolve the issue and to keep the park open. In the meantime we are trying to make people aware of the facilities available and any charges in respect of hiring the facilities.

1) In addition to the park being available for general usage such as walking, cycling and horse riding the Country Park also includes:

- play facilities for younger children
- picnic areas
- a kiosk selling a limited range of refreshments
- fishing
- a visitor centre, which includes a venue for hire
- team building events and community events such as The Big Garden Birdwatch on the 28th January
- organised activities for schools, children and volunteers

2) Unfortunately we do not have accurate figures regarding the number of visitors to the park, however, we believe that the figure to be somewhere in the region of 200,000 to 250,000 a year.

3) The proposed options are currently being worked up by the District Council. Current options include an existing organisation taking on the management of the park or developing a Trust. We are also working hard to reduce expenditure alongside increasing the level of income into the park.

4) Milton Country Park is a facility open to all and as such the Council has not as yet formally approached any Parish Council in the district. We have been ensuring that accurate information is communicated via the press and plan to contact Parish Council newsletter editors in the near future.

Councillors asked why no communication had been received from SCDC about the proposed closure. Mr. Johnson would make some enquiries.

Cambridge Sports Lake - The plans for the Rowing will be one of the subjects of the Planning Committee meeting to be held on Wednesday 7th February.

Drainage in Groundsman's hut - I have spoken to South Cambs about the possibility of connecting up to the drains in Chapel Close and it is thought that this will be possible, the next step is to see where the nearest manhole cover/inspection plate is to the hut.

A resident of Denny End Road has requested the provision of a litter bin to hopefully reduce the amount of litter being dropped in this area, this would be situated somewhere opposite the entrance to Kingsmead Park. Maybe a consultation with the residents to get a consensus on the exact location would help to get this located right first time. Can we also have a litter bin somewhere near to No 9 Denny End Road, I do seem to remember Mr Burke (No 9) saying a bin could be fitted to his fence. Exact siting of a bin near 9 Denny End Road must be established and SCDC consulted as to whether they will empty it.

12. To receive report from other representatives:

- i. Village Plan representative

Mr. Ball reported that it is expected that the questionnaire will be distributed at Easter.

- ii. Library officer

Additional book trolleys have been ordered. A new volunteer has started to help in the library.

- iii. CALC representative

No meetings have been held

- iv. Recreation Manager's report

Nothing to report

13. Risk Assessments and Health and Safety

Mr. Ball and Mrs. Williamson had met on 23rd January – the report of the meeting follows:

Having looked again at the risk Assessments which have been operational for the past eighteen months or so we would like to recommend that the number are reduced. Our suggestion is that there should be RA's for:

1. Buildings - this would cover: the Old and the New Pavilions, the Fire Engine house and the Cemetery building
2. Library
3. Play areas: to cover the children's play areas on Waterbeach rec, the Gault, and at Chittering and the skateboard park
4. Open spaces to cover Green, Gault, Rec Claire Close, Cemetery
5. Special events: Feast, Christmas carols on the Green, Beer Festival, Fair. (We are not sure what happens at present with the Fair should advice be sought?). these could be done by the Community Association or the organisers of the Beer festival but we should provide a sample form and let them know about particular hazards that we are concerned with (e.g. people/vehicles in the parade)
6. Workplace RA's for employees: clerk, Groundsmen. These are still outstanding.

Issue specific to each area /event could be addressed through the checklists used for Health and Safety inspections.

The risk assessment for the open spaces had been circulated. A few minor points need amending.

Mr. Ball requested that the risk assessments and health and safety could be discussed at the beginning of the meeting. Standing Orders of the council do not permit this however the Chairman can decide at a meeting to alter the order of the standing orders if necessary.

14. Correspondence:

CCC – East of England plan – proposed changes (see www.goeast.gov.uk/goeast/planning/regional_planning/?a=42496)

Waterbeach Angling Club – it was agreed that a letter authority could be issued to the bailiff.

The meeting ended at 10.10 p.m.

Chairman Date