

Minutes of the monthly meeting of Waterbeach Parish Council held on Tuesday, 6th March at 7.30 p.m. in the New Pavilion.

Present: Mrs. J. Cornwell; 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. J. Hockney (SCDC); Mr. P. Johnson (SCDC), the Clerk, one member of the public and PCSO Scott Evans.

Matters raised by members of the public:

PCSO Evans introduced himself as the new officer for the village. Councillors raised a number of issues relating to parking around the village.

1. **Apologies:** Mr. A. Ball; Mr. D. Black; Mrs. J. Dunnett, Mr. T. Gilzean; Dr. C. Grant.

2. **To conduct voting for the casual vacancies:**

Ballots of the candidates, Mr. P. Johnson, Mr. J. Lewis-Jones and Ms. G. Smith were carried out for the two casual vacancies on the council.

3. **To co-opt in accordance with the ballot**

Following the first ballot Ms. Smith was co-opted onto the council to fill the vacancy created by the resignation of Mr. D. Halsey and following the second ballot Mr. P. Johnson was co-opted onto the council to fill the vacancy created by the resignation of Mrs. S. Fisher.

4. **Declaration of Interests:**

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

Mr. Grant declared a personal interest regarding item 12.

5. **To approve the minutes of the meeting held on 6th February, 2007:**

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

6. **Clerk's Report including matters arising from the Minutes of the meeting held on 6th February, 2007**

- i. Permit to travel machine - Mr. Stripe, FLUA, reports that a machine on the down side line and another shelter on the upside line are not considered sufficiently worth by First Capital Connect. It is expected that a more upmarket machine will be replacing the existing machine possibly within the year.
- ii. Clayhithe Road road repair opposite The Bridge entrance - Mr. Oakman reports that CCC will mark for patching in the new financial year
- iii. Path marking in Greenside – Mr. Oakman reports that CCC will look at in the new financial year.
- iv. Chattering play area - completed and funding received
- v. Yellow box marking at station - recently re-painted lines obliterated by re-surfacing within NWR curtilage. To be re-painted within next week or so.
- vi. Graffiti removal – contacted the graffiti hotline, spoken to Tony Parkes in London who advised that I speak to SCDC who informed me that there is soon to be something in place run by CCC, the probation service and SCDC for dealing with graffiti.
- vii. Rubbish in Denny End Road – reported this to SCDC environmental health who have made a report of the it.
- viii. Tree in Car Dyke Road – knocked down by car on 28th February.

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

CALC – clerks' training sessions – Mr. Grant proposed, seconded by Mrs. Williamson and agreed that the clerk should attend the course on VAT and the course on archiving. Mrs. Cornwell would consider the course on planning procedures.

SCDC – Milton Country Park. Mr. Hockney and Mr Johnson would ensure that the council are kept informed about the way future management of the park.

CCC – changes to contracted bus services – consultation results

Audit Commission – Appointment of external auditor. Councillors noted that appointment of Moore Stephens for another year.

8. To consider progress on plans for groundsman's shed:

Mrs. Cornwell, the clerk and Mr. Smart met Mr. Murfitt of C. J. Murfitt to discuss the requirements. A plan will be drawn.

9. To consider progress on plans for youth/community building:

Mrs. Cornwell and the clerk met Mr. Murfitt of C. J. Murfitt to discuss the basic requirements. A sketch plan linking a new building with the existing new pavilion will be drawn.

10. To consider action, following recent information, to be taken regarding registering of open spaces.:

It was agreed that Taylor Vinters should continue with the registering of the village green with the land registry and that the assistance of the Open Space Society should be sought to register any other council land with the land registry.

11. To receive and consider reports and minutes of:

- i. Planning committee – the minutes had been circulated.
- ii. Highways committee – the minutes had been circulated. Parking outside the doctors surgery is being looked by the Safer Routes to School officer.
- iii. Recreation Ground Users committee – the minutes had been circulated. The Arnold Scrivener Cup is to be played on the Sunday of the Colts Beer Festival. WILL will be holding providing books and magazines for the coffee shop on the day.

12. To approve accounts for payment:

Mr. Grant declared an interest in relation to cheque 542 and left the room. Mrs. Cornwell proposed, seconded by Mr. Leeke and approved that the payments as presented should be made.

13. To receive report from

- i. County Councillor:

Cambridge Sports Lakes - This was passed by South Cambs. I raised the issue at the County Council meeting on the 20th about the traffic at the Slap-up. I got a moderately sympathetic response but we must keep up the pressure if we are to ensure that proper account is taken of the traffic issues.

A10/Slap Up junction – this has now become a higher priority as a number of serious accidents have happened recently. A number of schemes to improve the junction are being considered.

Cowley Road P&R Relocation - Consideration of this has been postponed to the next meeting of the County Council Development Control Committee.

Bus service cuts - Following re-negotiation of contracts, these will not be as bad as expected. The Clerk should have a letter from Paul Nelson telling her of the effect on Waterbeach.

County Budget - This was passed at the County Council meeting on the 20th. It includes cuts to mobile libraries, to the book fund and to the highways discretionary budget. There is no extra money for youth work.

- ii. South Cambridgeshire District Councillor: Mr. P. Johnson

Dog/Litter Bins - hopefully perseverance will pay off. I have spoken to Mrs Burke and will keep her informed The siting of either a dog bin or a litter bin on the lamp post near to Mrs Burke's house in Denny End Road is being investigated by the Housing and Environment Dept. They do not think it is too far away from the road but have requested a map showing the exact location, this I have sent but I have yet to receive a reply. I will be chasing this up so we can move on with this subject. I am trying to persuade SCDC to help tidy up the passageway that runs from Jubilee Close to Denny End Road, this will take time but of any progress.

Mobile Libraries - I have written to Lesley Noblett regarding the possible reduction in mobile libraries because though we are fortunate to have a library the mobile does provide a valuable service for a lot of people who cannot get to a library for whatever reason.

Fair on the Green - Fairs do not need a licence to operate, they do need safety certificates for their rides, food and hygiene certificates for the food stalls. The Health & Safety Dept and the Environmental Dept. at SCDC would like to be informed when a fair was going to be present on the green so they could come and inspect certificates and give it a general look over. They do recommend that when a fair was coming that the residents in the immediate area were notified of possible noise, the local police should also be informed as a matter of course. Fairs generally do not serve alcohol so do not need a drinks licence and the fruit machines are of a low value payout so they are also exempt from a licence.

Graffiti - As graffiti has featured on the agenda frequently and we are always looking at ways of cleaning up our village I thought that maybe this information that has been sent to me would be of interest to the Parish Council.

www.GraffitiHotline.co.uk was set up in response to a high number of calls from the general public who had suffered graffiti attacks on their properties. Many of these residents lived in areas where the council offered a free-of-charge graffiti removal service but they were not aware of this. This website maintains an up-to-date list of all councils and their graffiti and fly posting policies. GraffitiHotline makes regular contact with councils and councillors to ensure the information provided is accurate and up-to-date. If you are aware of any inaccuracies in the information on this web site please contact us. Also please join in with the Discussion at the GraffitiHotline Forum by going to www.graffitihotline.co.uk/forum.htm Invitation to the Cleaning Show 2007 at the NEC - 13th to 15th March. See the latest developments in graffiti control and the launch of the

GraffitiHotline NETWORK. Visit us at stand L15 - for free tickets and free parking go to <http://www.graffitihotline.co.uk> Graffiti Kit REFILL PACKS are introduced allowing budgets to stretch even

further. GraffitiHotline has introduced refill packs to extend the life of graffiti removal kits. At only £8.99 for chemical refill packs, the life of the kits can be extended a number of times - see

<http://www.graffitihotline.co.uk/graffitiremovalkits.htm#refillpack> for more details.

Cambridge Sports Lakes - Planning permission in principle has now been granted but I have made it known that the residents of Waterbeach do have serious concerns about several issues which are, Slap Up Junction, excess traffic in general, parking problems, drainage and possible risk of flooding to list a few.

Road Crossing - To support the crossing point I have written to say how disappointed I am that there is a chance that the crossing may not happen, I am also encouraging the residents in the Waddelow Road area to also write in support of the crossing

Cycle Barriers - A questionnaire has been sent to the residents of Chapel Close regarding the removing or repositioning of these barriers, this should also have been sent to Waterbeach Parish Council but was sent to Landbeach instead, I have pointed this out to the sender and she is sending the details to Sarah so it can be discussed here.

Mr. Hockney (SCDC) reported that he believes that the improvement plan which has been laid out by SCDC will address the reasons for the recent negative press.

A petition to keep the mobile library in Landbeach and Waterbeach has been organised and he urged everyone to sign it.

The question of SCDC computer systems being up to date with the post code change was raised as post from them has been wrongly delivered as the up to date code has not been applied.

To receive report from other representatives:

iii. Village Plan representative:

The meeting was closed in order that Mr. Lewis-Jones could report:

The committee has formed two groups to manage the process of producing the village plan. The Community Association have agreed to carry out a special drop on 24th April to distribute the Village plan questionnaire.

A stall is to be held at the Feast.

The meeting was re-opened.

iv. Library officer:

We have replaced one of the heavy metal trolleys with 2 smaller wooden trolleys to make them lighter for people to move. Before this with many hardback biographies that particular trolley was exceptionally heavy. Currently this trolley is in the library; ideally it would be stored in the cupboard (see below). This is one of the units provided by CCC and if we cannot store it and use it for preparing collections etc for display then it will have to be returned to CCC.

We have had a donation of over 60 new children's books from a local author, both her own books and books she has reviewed. These will be available for borrowing early in March after we have done a cull of children's books, removing some which have not been borrowed in the last 3 years.

We desperately need some storage and *request* that the Parish Council writes a formal letter to the School asking for WILL to get access to the storage cupboard that was provided in the refurbishment of the Community room by the Community Association.

We have purchased some new fiction (including the popular Richard and Judy winter selection) and some non-fiction travel and humorous titles. They were quickly put into circulation and some have been borrowed twice within a week!

We have had interest from several people in helping in the library and are currently processing 2 more volunteer CRB applications and offering 2 other people an opportunity to see whether they would like to become a volunteer by helping out at sessions before embarking on the next.

It was agreed that a written request for some use of the community store in the community room be allocated to WILL

v. CALC representative – the recent meeting had not been attended.

14. Risk Assessments and Health and Safety

i. To receive and consider report of meeting on 22nd February.

Draft buildings RA - We agreed that all risk levels are low if the identified controls are in place.

Buildings checklist - Mr. Ball produced a suggested system for checking buildings to keep risk at a low level. If the 'daily checks' are carried out then we feel that quarterly checks are unnecessary but that there should be an annual check carried out by a designated person, this could be a member of the PC, the groundsman or the Clerk. PC will need to agree who is the designated person.

Open spaces checklist - A similar checking procedure will be drawn up if possible in time for the PC meeting in April

Events Risk Assessments (e.g. Feast, Beer Festival) -The organisers of these events will need to do their own risk assessments but we feel that it is important that they are given guidelines for some specific areas we expect to be covered – making it clear that they will need to identify areas of risk specific to their own activity.

Workplace Risk assessments - We identified the classes of hazard associated with the work place

- o Manual handling
- o Working at heights
- o Machinery
- o Power tools
- o CoSHH
- o Members of the public
- o Vehicular
- o Lone working
- o Office based: display screen equipment

The risk to the employee in each area needs to be explored to discover what controls are in place and whether added controls are needed.

Our discussions led to the conclusion that we also need to consider risk assessment for Business Continuity viz:

- o Loss of records

- Financial mismanagement
- Loss of buildings
- Loss of key staff
- ii. To consider Parish Council policy for salting/gritting footpaths across council land.

CALC advise that if a Council have a policy of gritting and salting footpaths then it is assumed that they have taken responsibility to undertake this on every occasion it is necessary and that footpaths will be safe. They consider that if someone then falls and hurts themselves they could successfully claim that the Council had not undertaken the task sufficiently to ensure that the surface is safe.

The district and county have removed all grit bins that used to be at the side of the road as a council was successfully sued because they did not put grit down before 7.30 a.m. and there was an accident.

Recommendation: The Parish Council does not undertake to girt, salt or sweep any footpaths which are their responsibility nor to erect signs.

Mr. Leeke proposed, seconded by Mrs. Smith and agreed that the recommendation should be adopted.

- iii. To consider draft events risk assessment - this would be forwarded to the clerk for circulation.
- iv. To consider draft building risk assessment - this would be forwarded to the clerk for circulation.

15. Correspondence:

Ms. G. Smith – co-option candidate

Mr. J. Lewis-Jones – co-option candidate

Mr. P. Johnson – co-option candidate

CCC – Countryside Access Issues

CCC – Parish Path Partnership (P3 scheme)

CCC – Dial-a-ride promotion material

Waterbeach and Chittering Parish Plan – preliminary findings of parish plan consultations – highways

Wildlife Trust – Cambridge Green Belt Project

DEFRA – Review of the Quality Town and Parish Council scheme

COPE – mission statement

16. Matters for next agenda:

It has been reported that a noise nuisance is being caused by vehicles being driven in the grass fields behind the church. English Heritage and SCDC environmental health should be informed.

The meeting ended at 9.20 p.m.

Chairman Date