

Minutes of the monthly meeting of Waterbeach Parish Council held on Tuesday, 5<sup>th</sup> June, 2007 at 7.30 p.m. in the New Pavilion.

**Present:** Mr. D. Black Mrs. J. Cornwell; Mr. W. Grant; Mr. P. Johnson; Mr. M. Leeke; Mrs. C. Smith; Ms. G. Smith; Mrs. J. Williamson (Chairman); Mr. M. Williamson; Mr. A. Wright.

1. **Apologies:** Mr. A. Ball; Mrs. J. Dunnett; Mr. T. Gilzean; Dr. C. Grant; Mr. B. Saberton.

2. **Declaration of Interests:**

Mr. Williamson – personal interest as a county councillor and school governor in matters relating to the school and the library and as a member of the Local Access Forum

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

3. **To approve the minutes of the meeting held on 1<sup>st</sup> May, 2007:**

Mr. Leeke proposed, seconded by Mrs. Smith and agreed with 1 abstention that the Minutes be signed.

4. **Clerk's report and matters arising from the Minutes of the meeting held on 1<sup>st</sup> May, 2007**

i. Clayhithe Road – still waiting to hear from CCC. E.mailed Mr. Howard

ii. Path marking in Greenside – still waiting to hear from CCC. E.mailed Mr. Howard

iii. Kerbing in Way Lane – Mr. Howard had informed me that it was hoped that it would be done w/b 28<sup>th</sup> May. E.mailed him to see when the next suggested date is.

iv. Portacabin roof – on the evening of 28<sup>th</sup> May Dave Beasely 'phoned to report water in one of the light switch covers. Kevin Stublely and David Smart investigated the roof on 29<sup>th</sup> May to discover a number of areas where water was getting under the roofing. Mr. Pollard has attempted to seal the area but it can not be guaranteed if, or how long, the repair will last.

v. Colts Football tournament and beer festival/Arnold Scrivener Cup – the weekend appeared to be a success for the Colts and the Arnold Scrivener Cup was well organised and enjoyed, on a number of levels, by all. Although there was some event parking in the centre and around the south side of the village there did not appear to be much disruption to residents.

An electrician member of the colts took it upon himself to drill a hole in the side of the pavilion for an extension lead to be passed across the loft space from the electric board. The PC had already told the chairman of the colts that work on the electrics should not be carried out by others than the PC electricians. The Clerk raised the question of the validity of the recent electric checks. It was considered that the unauthorised work had been most unfortunate.

vi. Additional parking for station users – Mr. Williamson reported that he had spoken to Mr. Frost, CCC and that Network Rail own the station yard. He had also discussed with the head of passenger transport to possibility of a bus service to the station. It was recommended that he speak to Mr. Nuttycombe, CCC, about the CCC unfarmed land opposite the station car park.

vii. Glass on the recreation ground – this is becoming a problem with Kevin Stublely spending quite a bit of time picking up bottles and broken glass particularly from the 5-aside area and play area.

An incident of bottles being smashed on the 5-aside and skateboard park at 6.30/7.00 a.m., 31<sup>st</sup> May was reported. The culprit has been identified and the police informed

Dave Beasely, youth club leader, is becoming increasingly concerned about the problem of alcohol and broken glass on the recreation ground. CCTV over certain areas of the recreation ground be considered for installation next financial year.

viii. Declarations of Interest – As a matter of duty the Clerk, following the involvement by some councillors in recent voting and debate, reminded councillors that it is their

responsibility to make a declaration of interest where necessary in order that they do not take part in debate or vote inappropriately. The Clerk would give more details to councillors if they wished to contact her.

ix. Internal audit – the report would be circulated by e.mail to councillors and discussed at the next meeting.

x. Cody Road etc. – CCC had had no option but to assume responsibility for the roads on the military housing estate. It was agreed that a letter be sent to Mr. Kemp, CCC, requesting that a plan be submitted for bringing the roads up to standard.

**5. To approve minutes of extraordinary meeting held on 24<sup>th</sup> May, 2007:**

Mrs. Cornwell proposed, seconded by Mrs. Smith and agreed that the Minutes be signed. The Chairman reminded councillors that they should be wary of allowing a similar situation to arise in future. It was also pointed out that councillors needed to add value to expenditure already incurred and to maintain the assets of the village.

**6. To elect members of the Employment Panel:**

Mr. Wright proposed, seconded by Mr. Johnson and agreed with one abstention that Mr. Black, Mrs. Cornwell, Mr. Saberton, Mrs. Smith and Mr. Williamson be elected to serve on the Employment Panel.

It was agreed that Terms of Reference for the panel and a grievance procedure should be written.

**7. To appoint a working party to review standing orders and financial regulations:**

It was agreed that Mrs. Cornwell, Mr. Grant, Mr. Williamson and Mr. Wright review the standing orders and financial regulations.

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

Dept. of Communities & Local Government – The Local Authorities (Model Code of Conduct) Order 2007. Information regarding the new Model Code of Conduct had been circulated by e.mail to all councillors for consideration. All comments on the contents for a Code of Conduct for the Council should be sent to the clerk. Mr. Leeke proposed that a resolution be presented for adoption at the July meeting.

CCC – Heavy Commercial newsletter. CCC are promoting Lorry Watch, a scheme to train members of the public to monitor lorry passage through villages. The scheme would be detailed in the next newsletter.

Cambridge Water – Village Life Fund. It was agreed that the application should be offered to the Colts Cricket Club

SCDC – Provision of Litter and Dog bins – the increase in bins provided by parish councils and emptied by SCDC is impacting SCDC's ability to provide cleansing services within the financial resources available. Five options presented to parish councils to address the problem. It was agreed that the letter be e.mailed to councillors for comments which should be sent to the clerk.

Chairman's comments:

Newsletter - a draft newsletter for the next Beach News would be prepared and circulated to councillors for comments. Councillors requested that items on glass on the recreation ground, dog fouling and the increase in the precept be included.

**9. To consider progress on plans for groundsman's shed**

i. To consider purchase of temporary storage facilities: The cost of provision would be at least £1000. It was considered and agreed that the provision of an additional container would not adequately address the problems of storage.

ii. To consider quotations for permanent building for groundsman's shed:

Reference Minute 7 page 1338 a quotation of £12247.00 from Supercraft for supply, delivery and erection of a steel frame box profile clad building had been obtained. There would be additional costs for drawings and planning. Additional insurance costs may also apply to a

building of this construction. After consideration of the quotation from Supercraft and that which had been previously discussed (page 1338) Mr. Leeke proposed, seconded by Mr. Black and agreed with one abstention that plans should be submitted for a steel framed half block and half box profile building as per the plans drawn by C. J. Murfitt. And two additional quotations obtained. Mr. Williamson proposed, seconded by Mrs. Smith and agreed that additional quotations should be obtained following consultation with Mr. Smart for the supply of water to the building. Abstention: 1.

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

Frances Fry, SCDC, had reported that she considers that the outline plans which she had been shown needed improvement as the building was not interesting enough and that consideration should be given to replicating the roof of the new pavilion on the extension and that the new youth club building at Milton should be viewed for ideas. She had also stated that the maximum car parking spaces required would be 36.

Mrs. Cornwell recommended that the plans be submitted as they are with supporting documents. Mr. Williamson expressed concern that no business plan had been produced to support the cost of building or running the extension.

Mr. Black was asked to obtain the data from the Village Plan replies which related to the building of additional facilities. This information could be obtained for the July meeting.

**11. To receive minutes of the:**

- i. planning committee – the Minutes of the previous meeting had been circulated.
- ii. recreation facilities committee – the minutes of the meeting held on 8<sup>th</sup> May had been circulated. Mr. Grant proposed, seconded by Mr. Wright and agreed that the data showing the time spent on the sports facilities by the groundsman should be produced.
- iii. Employment panel – notes from the meeting held with the employees had been circulated.

**12. To consider highways issues in the Parish:**

- i. Waddelow Road – pot holes. Some of the potholes have now been filled in. Resurfacing is planned for early 2008.
- ii. Station Road – ruts in road. There had been no action
- iii. School Lane, Chittering. There had been no action
- iv. Station Road corner – Mr. Oakman, CCC, is dealing with the matter but responses to e-mails sent recently by residents and the council will not be replied to until 13<sup>th</sup> June when he returns from leave.

It was agreed that letters be sent to Mark Kemp, CCC, and Mac Maguire, Lead Member for Highways and Transport expressing the concerns of the health and safety issues of the unrepared roads in the parish.

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

Mrs. Smith proposed, seconded by Mr. Johnson and agreed that the accounts as presented by paid.

**14. To approve signatories for bank account:**

It was agreed that Mrs. Cornwell, Mr. Grant, Mr. Johnson, Ms. Smith and Mr. Williamson act as signatories. The Clerk would organise the completion of the necessary forms.

**15. To consider quotation for external electrical provision:**

Brian Langleigh and Son had submitted a quotation for £815.70 for the provision of an external electrical supply in a secure box as required for the Summer Ball. It was agreed that the Clerk would discuss the possibility of not having the box. Mr. Williamson proposed, seconded by Mrs. Smith and agreed that the supply required should be provided in the best possible way and a maximum of £815.70 should be spent.

## **16. To receive report from**

i. County Councillor:

Mr. Williamson reported verbally that there had been a re-organisation at CCC.

ii. South Cambridgeshire District Councillor/s:

Quad bike usage on land behind the church – PCSO Scott Evans has spoken to those using the bike. SCDC Noise Logs have been issued to the residents of Whitmore Way in order that a diary of the event can be kept. David Kenney, English Heritage is planning to visit the site once he has gained permission from the owners of the land, which he is finding difficult to do as the contact numbers he has do not work. Mr. Kenney will keep Mr. Johnson informed.

## **17. To receive report from other representatives:**

i. Village Plan representative: the collected data is being analysed.

ii. Library officer;

In an email dated 14 May we were informed that the school were trying to delay the start date (the previous date proposed of 11<sup>th</sup> was the Monday after Feast weekend when most volunteers had many other commitments). At that time we were also told we would be able to start moving items into the cupboard; but it is still locked.

We were sent a draft of information for Beach News on 17<sup>th</sup>. Jane Williamson, Helen Williams and Celia met a representative of Murfitts on the Thursday before half term. WILL was not invited to this meeting, I understand it is intended that Nick Moir and Helen Williams will meet representatives of the Community Association and WILL, but as originally it was expected that a WILL representative would attend the meeting with the contractors but this has not yet been arranged, We were sent the following:

*Meeting with Murfitts on Wednesday, 23 May 2007.*

*Present: Helen Williams, Jane Williamson, Grant Claydon, Celia Tuck*

*Prior to the renovation of the Community kitchen and the redecoration of the Community Room, foyer and toilet, commencing on Monday 25 June, discussion took place with Grant Claydon to clarify requirements*

*Foyer :*

- *cleared of bookcases and books (WILL)*
- *notice boards should be cleared (WILL/wCPS)*
- *chairs to be put in the chair store(WCPS)*

*Community Kitchen :*

- *All cupboards o be cleared completely. (WILL/PCT/WCPS)*
- *All worktops to be clear (WILL/PCT/WCPS).*

*Community Room :*

- *All books to be removed from tops of bookcases (WILL).*
- *Notice board to be cleared and removed WILL/WCPS)*
- *All boxes/crates of books to be removed (WILL)*
- *Moveable trolleys to be put in centre of room (WILL)*
- *Computers on tables to be unplugged and stored if possible (WILL)*
- *Tables to be moved to centre of room (WILL/WCPS)*
- *Library computer to be disconnected and screen and keyboard stored (Monday – Friday pm) (WILL)*
- *Blinds/curtains to be removed (WCPS)*
- *Signs to be removed from ceiling (WILL)*

*Murfitts will dustcover all fixed bookcases (books can remain in situ). They are fully insured for any damage occurring to books during decoration.*

*Murfitts will dustcover floor whilst ceiling is painted.*

*Murfitts will provide ‘wet paint’ signs for alert public.*

*Murfitts will removed dustcovers on Friday afternoon and leave room in reasonable state for WILL to open Friday evenings and Saturday mornings.*

*After Saturday opening WILL to return trolleys etc to positions as left by Murfitts on Friday pm*

*Murfitts require 3 parking spaces for vans etc.*

Clearly there are many unresolved issues; eg.

- The People's computers are available when WILL is open but they (WILL) are not authorised to disconnect or remove them; likewise the counter computer screen. There seems to be no reason to disconnect the computer which is on its own shelf on the counter. Indeed it may not be possible to do this and it seems that covering the computer screen on the counter would not be that difficult.
- There are no steps to allow WILL to remove the hanging signs, our kick step is for use with the bookcases and not really appropriate for working in the middle of the room.
- The position of the trolleys must be agreed because there are different volunteers on a Friday and a Saturday so those who have moved the trolleys on Friday will not be those supposed to return them to some position.
- Again because of health and safety the bookcase by the computer desks was fastened to the desks by a carpenter and the tables are therefore fixed in position as is the bookcase
- The chair cupboard is not large enough to store WILL's blue covered chairs in addition to the items there and the bookshelves from the foyer.
- The counter is fixed in position and it would be much safer if boxes or some items that are needed for everyday operation were placed on top of it so that no one stood on the counter. It is unclear why crates under the counter need moving as nothing under the counter is being decorated.
- The letterbox may well need emptying by WILL staff during the week. Organising the mobile run may also prove difficult

It is exceedingly unfortunate that we did not have a meeting before half term as originally planned. I shall now be away until after the Feast and potentially much of the intervening time. Until we have access to the store we cannot make any arrangements to clear the required areas. It is essential the good books and materials currently stored in the community room are stored in dry and weatherproof facilities.

Mr. Grant has arranged changed stamping dates for book lending periods with CCC who have tried to accommodate a difficult situation. However because of the disruption it is likely that WILL will not meet its minimum performance targets this year (not just because of the loss of a critical month's trading but also the knock on effect of making users visit other libraries to access services and no longer using the LAP), and while CCC may well be sympathetic the Parish Council need to be aware that the service could be downgraded as a result especially when the libraries' budget is already stretched and cutbacks are being made on book stock, mobiles etc.

Mr. Allanch, CCC, has expressed his disappointment in the lack of communication from the school representatives with regard to the closure of the library.

#### ***Other issues***

WILL held a successful book sale on the Sunday of the Colts' Beer festival and shifted some of the surplus books, making over £92. Thanks are due to David and Sarah Smart who arranged to transport the stock and the various volunteers and LAP users who helped to sell the books.

It should be noted that some 10 months on there are still problems faced by CCC in servicing the LAPs and it appears that some of the reports generated by the new library IT system do not really work, leaving volunteers not only with considerable additional work in itemising

books received in a book change but also having to do the picking of stock for rotation in a very short period because the lists are no longer sent in a timely fashion.

iii. CALC representative –

Mrs. Smith and Mr. Wright had attended a meeting, a written report would be presented at the July meeting.

iv. Representatives attending Regional Gypsy & Traveller Public Engagement event:

Mrs. Dunnett and Ms. Smith had attended a most interesting meeting. A decision on sites for travellers is not expected yet.

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

RoSPA report –

Mrs. Kay, Waterbeach Play Area and Mrs. Cornwell, Chittering Play Area had seen the report. The groundsman would be given a copy of the report and asked to act on high risk issues. The report would be looked at during the inspection of the areas on which it reports.

**19. To agree date for 2008 Annual Parish Meeting – suggested date during w/b 26<sup>th</sup> May:**

It was agreed that the 2008 Annual Parish Meeting would be held on 21<sup>st</sup> May.

**20. Correspondence:**

- CCC – Parish Path Partnership (P3) grant
- Cambs. ACRE – Rural Housing Enabler
- Waterbeach Colts – external electrical supply
- Sth. Cambs. Crime & Disorder Reduction Partnership
- SCDC – anti social behaviour – report it!

**21. Matters for next agenda:**

- Opening of toilets at recreation ground.
- Self evaluation and development.

The meeting ended at 9.54 p.m..

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