

Minutes of the Annual Meeting of Waterbeach Parish Council held on Tuesday, 13th May, 2008 at 7.30 p.m. in the New Pavilion, Cambridge Road.

Present: Mrs. J. Cornwell; Dr. C. Grant; Mr. W. Grant; Mrs. C. Smith; Ms. G. Smith; Mrs. J. Williamson (Chairman); Mr. M. Williamson. Mr. Williamson also attends as the County Councillor for the ward

Absent: Mr. D. Black; Mr. R. Jones.

Matters raised by members of the public:

Members of the school swimming pool committee, a sub committee of the Parent's Teachers Association attended to request support for the refurbishment of the school swimming pool which it is estimated will cost £25,000. It was explained to the representatives that unless the facility is made available to the residents of the parish it is not within the Council's statutory power to make financial contributions however the council would consider use of the village facilities by the committee for fund raising events.

14 **To elect a Chairman**

2008.14 Ms. Smith proposed, seconded by Dr. Grant and agreed that Mrs. Williamson be elected as Chairman for a further year.

15 **Apologies:**

2008.15 Mr. A. Ball; Mr. P. Johnson; Mr. A. Wright

16 **Declarations of Interest for matters on the agenda**

2008.16 Mr. Lewis-Jones declared a personal interest as a member of the National Trust, Mrs. Williamson declared a personal interest as a member of the National Trust and related to the Chairman of the Waterbeach Charity in matters relating to the Wicken Fen Vision. Dr. Grant declared a prejudicial interest as having interest in land adjoining the route of the Wicken Fen Vision cyclepath. Mr. Grant declared a prejudicial interest as being related to Dr. Grant who has an interest in the land adjoining the Wicken Fen Vision cyclepath.

17 **To elect a vice-chairman:**

2008.17 Mr. Grant proposed, seconded by Ms. Smith and agreed that Mrs. Cornwell be elected as vice-chairman.

18 **To elect members of:**

2008.18 Councillors had been circulated with a list of committees which had served on in the previous year.

It was agreed that the councillors on the:

2008.18.1 i. **planning committee** would be Mr. Ball; Mr. Black; Dr. Grant; Mr. Johnson; Mrs. Smith; Mr. Wright with Mrs. Cornwell and Mrs. Williamson ex officio.

2008.18.2 ii. **finance committee** would be Mr. Ball; Mr. Grant; Mr. Leeke; Mrs. Smith; Mr. Williamson; with Mrs. Cornwell and Mrs. Williamson. Mr. Grant proposed, seconded by Mrs. Cornwell that Mr. Jones be asked if he would serve on the committee. It was further agreed that the terms of reference of the committee should be amended to include reviewing working practises.

2008.18.3 iii. **recreation facilities committee** would be Mr. Black Ms. Smith; Mr. Lewis-Jones; Mr. Wright with Mrs. Cornwell and Mrs. Williamson ex officio.

2008.18.4 iv. **highways committee** would be Dr. Grant; Mr. Lewis-Jones; Mrs. Smith; Ms. Smith; Mr. Wright; Mr. Grant with Mrs. Cornwell, Mr. Hockney (SCDC); Mr. Johnson (SCDC); Mrs. Williamson and Mr. Williamson (CCC) ex officio.

v. **employment committee** would be Mrs. Cornwell; Dr. Grant and that Mr. Black Mr. Jones and Mr. Wright be asked if they would serve on the committee. It was further agreed that the committee should review the paperwork relating to employment and employees.

19 **To elect officers for:**

It was agreed that the officers of the council as follows should continue:

- 2008.19.1 **Footpaths** – Mr. D. Armstrong
- 2008.19.2 **Community Association** – Mrs. Smith
- 2008.19.3 **Library** – Dr. Grant
- 2008.19.4 **Patch Planning** – Mr. Ball
- 2008.19.5 **Fen Edge Twinning Association** – Mrs. P. Gooding
- 2008.19.6 **Youth** – Mrs. S. Smart
- 2008.19.7 **Play Area** – Mrs. S. Kay
- 2008.19.8 **Trees** – Mrs. Cornwell and Dr. Grant
- 2008.19.9 **Charity Football** – Chairman of recreation committee
- 2008.19.10 **CPALC** – Mrs. C. Smith; Mr. M. Williamson; Mr. A. Wright
- 2008.19.11 **Cemetery** – Mr. A. Wright
- 2008.19.12 **Parish Plan** – Mr. A. Ball; Mrs. C. Smith
- 2008.19.13 **Responsible Financial Officer** – Mrs. S. Smart
- 2008.19.14 **Internal Auditor** – Heelis & Lodge
- 20 **To approve the Minutes of the meeting held on 1st April, 2008**
- 2008.20.1 Mrs. Smith proposed, seconded by Mr. Lewis-Jones that the Minutes be approved
- 21 **Clerk's report and matters arising from the Minutes:**
- 2008.21.1/ **Groundsman's shed/community building** – a meeting was held with the
2008.4.3 architect to discuss the issue of increased parking and a change to the roof line of the community building. SCDC planners are suggesting that the application for the groundsman's shed will be discussed at the May planning meeting although. A further meeting with the architect will be held after this meeting. It was agreed that pressure should be exerted on the portfolio holder for planning due to the delays in a decision. It was further agreed that the cost of containers should be investigated to provide for the space for the groundsman's shed should the application not be approved. SCDC planners have stated that buildings which can be moved are only temporary and do not need planning permission, such as the case of the field shelters at Hall Farm stables.
- 2008.21.2/ **Skateboard/5-aside** – approval of a grant is being recommended by officers
2008.4.2 to councillors. A reply is expected in the middle of May
- 2008.21.3 **Waterbeach Toddler Playgroup** – representatives from the committee looked
2008.21.4/ around the old pavilion with a view to using the building in the event of the
2008.10.1 youth club relocating to the proposed new building.
- The Gault** - the meeting was closed following the resolution that in view of the confidential business about to be transacted, it is advisable in the public interest that the public be temporarily excluded and are instructed to withdraw.
- 22 **To approve the Minutes of the extraordinary meeting held on 22nd April, 2008**
- 2008.22.1 Mr. Grant proposed, seconded by Mrs. Smith and agreed that the minutes be approved and signed.
- 23 **To co-opt a Councillor:**
- 2008.23.1 There had been no applications. Notices for applicants have been displayed in the village
- 24 **To appoint a trustee to the Waterbeach United and Turbary Charity**
- 2008.24.1 This would considered as an agenda item in June. It was agreed that any skill shortages on the board of trustees should be established and considered when appointing the council's representative.
- 25 **To receive and consider any point relating to Health and Safety in relation to employees, equipment, properties and land.**

- 2008.25.1/ 2008.4.9
2008.25.2/
2008.5.1
- Litter picking** - the equipment purchased had been used by the church for a litter picking event which had proved effective. It was agreed that a letter of appreciation should be sent. It is hoped that other groups will volunteer as well
- Dogs on recreation ground** – Mrs. Williamson has read the Defra publication. Councillors were given the web details to view the publication. It was agreed that the Clerk should contact CPALC to find out if any other parish councillors had implemented the regulations for fines. The matter would be discussed as an agenda item in June.
- 2008.25.3
- Tow path** – concern was expressed about dog fouling on the tow path and the speed and lack of consideration by cyclists. Cam Conservators should be consulted.
- 2008.25.4
- 2008.25.5
- Risk assessments – it was agreed that the assessments would be reviewed in 2010 by the new council
All risk checks should be completed for the next meeting
- 26
- To receive reports and Minutes of committee meetings**
- 2008.26.1
- 2008.26.2
- 2008.26.3
- Minutes of the planning committee meeting held on 6th May have been circulated
- Minutes of the finance committee meeting held on 29th April have been circulated
- Minutes of the highways committee meeting held on 6th May have been circulated.
- 27
- To consider estimates for repairs to cemetery wall**
- 2008.27.1
- Mr. Grant declared a prejudicial interest as being related to user of Flanders Bros. Dr. Grant declared a prejudicial interest as using Flanders Bros..
Estimates for the repair of the cemetery wall had been received from Flanders Bros and Coulsons Building Group in May 2006 and January 2007 respectively. Despite the same specification being given to both the estimates could not be compared. Both had been approached at the beginning of 2008 along with Carters for an up to date estimate. Carters had not submitted an estimate, Coulson Group had suggested that 5% should be added to the original estimate and Flanders had re-submitted the estimate for rebuilding the round section of wall, repairing the wall to the left hand side of the cemetery, forming a new gate opening, repairs to the front section of the wall, repairs to brick pier and new once weathered copings for the sum of £13393.62. Mrs. Smith proposed, seconded by Mr. Williamson and agreed that the work should be done by Flanders Bros with no further delay.
- 28
- To approve the accounts for payment:**
- 2008.28.1
- Mrs. Smith proposed, seconded by Mrs. Cornwell and agreed that the accounts as presented be paid.
- 29
- Accounts for year ended 31st March 2008 – Confirmation of Statement of Assurance**
- 2008.29.1
- The statement of accounts for the year ended 31 March 2008 had been circulated. Councillors had been circulated with a copy of the annual governance statement which they answered accordingly.
- 30
- To deal with Planning applications which need to be disposed of before 20th May**
- 2008.30.1
- There were no applications in need of consultation
- 31
- To receive reports from councillors, officers and representatives of the Council County Councillor**
- 2008.31.1/
2008.9.1
- A report had been made to the highways committee

- 2008.31.2 **Waddelow Road** – the potholes reported at the highways committee will be reported to Keith Faunch
- 2008.31.3/ 2008.9.3 **Footpaths 1 and 2** – there has been progress on the matter
- 2008.31.4 **Station road footway** – an oral question to Cllr. Maguire was asked at council meeting. Cllr. Maguire had been unable to trace the letter which he had signed. A copy of the letter was given to Mr. Williamson by the Clerk
- 2008.31.5 **Traffic around the Green** – following the suggestions noted in the highway committee minutes it was agreed that Graham Lowe/Steve Thurlbourn should be asked to come and discuss what improvements could be made to the routes through the village. It was agreed that information from the village plan should be considered and that students from the universities should be approached. It is understood that Cottenham Parish Council have carried out a traffic survey.
- 2008.31.6 **Wicken Fen Vision cycleway** – County Council are in general in favour of the scheme but have reservations about the traffic implications and especially parking in the villages along the route.
- 2008.31.7 **20's Plenty campaign** – the current County Council policy would not allow for a blanket 20mph limit in the village however 20mph zones may be possible.
- 2008.31.8 **Chairman**
- 2008.31.9 The annual meeting of the council is to be held on 21st May hopefully there will be a good attendance
- 2008.31.10 A draft for the newsletter insertion in the Beach News had been circulated. Comments are welcomed.
- 2008.31.10 James Paice MP had responded re. Eco-towns and forward the response which he had received from the parliamentary under secretary of state for the department for communities and local government
- 2008.31.11 **Library officer** – the recently received agreement that CCC should be paying the rent for community centre for library use. Mr. Williamson would take this matter up
- 2008.31.12 Store cupboard – this is now locked – Mrs. Williamson would find out why and secure a key for the volunteers
- 2008.31.13 **Village Plan representative**
- A meeting of the village plan committee and the parish council is to be held on 3rd June to discuss the points raised in the survey and the responsibility to progress the plans.
- 2008.31.14 **CPALC**
- an EGM is to be held on 31st May. Representatives voting have to be nominated by the Council. It was agreed that CPALC would be informed that either Mrs. Smith, Mr. Williamson or Mr. Wright would vote and one would register at the start of the meeting.
- 2008.31.14 **Neighbourhood Watch**
- A meeting is to be held on 20th May
- 32 **To receive communications to the Council as seen fit by the Chairman for presenting to the Council**
- 2008.32.1 Play Safety – RoSPA report. The Clerk would note the issues and deal with where possible all issues would be reviewed at the inspections.
- 2008.32.2 Dept. of Transport – Ellington to Fen Ditton Improvement leaflets
- 2008.32.3 SCDC – South Cambridgeshire Housing Futures – to be discussed at the June meeting
- 2008.32.4 National Trust – Wicken Fen Vision. It was agreed that Mr. Lewis-Jones represent

- the parish council on the stakeholder meetings. He should establish why more cycle paths are not being developed across the land owned by the National Trust
- 2008.32.5
- 2008.32.6
- 2008.32.7 Caroline Ward, School Swimming Pool Appeal
Adrian Wright – Lode Avenue parking
Gary Langley – request review for yellow line provision in village.
- 33 **To consider funding of SCDC street lights** to be discussed in June
- 34 **To receive all other correspondence**
- 2008.34.1 SCDC – parish council vacancy . Approval to co-opt.
- 2008.34.2 Energy Trust
- 35 **To answer questions from Councillors**
- 2008.35.1 Mr. Williamson was asked to enquire if the parish council would be allowed to place white H markings on the road where the footpaths across the green meet it.
- 2008.35.2
- 2008.35.3 Why council houses are standing empty for long periods of time should be investigated
Mr. Ross-Bain CCC should be asked about the possibility of parking charges for longer term parking being introduced.
- 36 **Matters for the next agenda** – no matters suggested

The meeting ended at 10.10 p.m.

Chairman Date
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