

Minutes of the monthly meeting of Waterbeach Parish Council held on Tuesday, 6<sup>th</sup> January 2009 at 7.30 p.m. in the New Pavilion, Cambridge Road.

**Present:** Mr. A. Ball; Mrs. J. Cornwell; Dr. C. Grant; Mr. W. Grant; Mr. R Jones; Mr. M. Leeke; Mr. P Mabbs; Mrs. C. Smith; Ms. G. Smith; Mrs melanie Welburn, Mrs. J. Williamson (Chairman); Mr. M. Williamson; Mr. A. Wright.

Mr. Williamson also attends as the county councillor for the ward of Waterbeach.

**In attendance:** Mr. J Hockney, District Councillor for Waterbeach Ward..

One member of the public attended

In the absence of the Clerk Mr williamson took the minutes.

**Matters raised by members of the public:**

Mrs T Frost from the Stables thanked the Parish Council for putting up temporary 'No Parking' signs following an incident over the weekend when a number of cars of Recreation Ground users had blocked the track to the Stables. The Chairman reported that she had written to the Sports Clubs asking for their future cooperation.

2008.183 **Apologies:** Mrs. S. Burke, Mr. P Johnson

2008.184 **Declarations of Interest for matters on the agenda:**

Mr. Ball, Mrs. Williamson, Mr. Williamson and Mr. Wright declared personal interests as members of the National Trust in matters relating to the Wicken Fen Vision. Mrs. Williamson further declared a prejudicial interest because of her position as a member of Waterbeach IDB over whose land the proposed cycle way runs.

Mrs. Cornwell declared a prejudicial interest in item 8 on the Agenda since she is related to the occupants of 76 Cambridge Road.

Dr. C. Grant and Mr. W. Grant declared personal interests as having a business relationship with the Clerk in relation to payments to the Clerk and Mr. Smart.

2008.185 **Minutes of the previous meeting**

These were AGREED as a correct record except for

- with the addition of the word 'also' in line 5 before 'attends as' and signed by the Chairman
- it was noted that the Reports item had been omitted from the previous agenda and minutes. Report from County Councillor, District Councillor, Chairman, Neighbourhood Watch, Library and Wicken Fen vision had been accepted without comment at the December meeting but this had not been minuted.
- There is an error in the consecutive numbering of the minutes

The Chairman signed the minutes.

2008.186 Due to the absence of the Clerk on sick leave, there was no report. The Chairman had sent her flowers on behalf of the Parish Council and a letter of thanks from the Clerk was read out.

2008.187 **Arrangements during the Clerk's absence**

The Chairman reported as follows

- emails would continue to be held in the Parish Council mailbox but would also be forwarded to the Chairman as had happened in previous absences
- Telephone had been redirected to the Chairman's home
- Plans could be inspected by appointment with the Chairman of the Planning Committee at the Library
- Clerking. The Chairman has contacted LGS Services who are a firm in Caldecote run by an experienced Parish Council Clerk. They could provide clerking services for meetings and were available for the main Council meeting in February. It was proposed by Mr. Ball, seconded by Mr. Leeke that they be asked to provide these services for the February monthly meeting and that Chairs of committees could decide whether they were needed for their meetings. This was AGREED with one vote against and one abstention. Mr. Grant asked for his vote against to be recorded.

2008.188 **To receive and consider any point relating to Health and Safety in relation to employees, equipment, properties and land**

An email had been received expressing concern about vehicle movements when the Car Park was full and that some vehicles were reversing out onto Cambridge Road. This tended to happen when there were sporting activities on a Saturday and Sunday morning. The Chairman of the Recreation facilities committee agreed to contact the Sports Clubs asking them to remind their members that this was dangerous and that if the Car Park is full they should come in and turn around. It was generally agreed that since this is a public Car Park no more could be expected of the Clubs.

Tree Audit – this had been received and work had been recommended. It was proposed by Dr. Grant,

seconded by Mr. Ball and AGREED that a quote should be obtained for the work. Dr. Grant, Mr. Wright and Mr. Smart would action this matter.

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- 2008.189 **To receive reports and minutes of meetings**  
**i Recreation Facilities** – received with no comment  
**ii. Planning** – received with no comment  
**iii. Finance** – received with no comment
- 2008.190 **To respond to a request from the Land Officer at South Cambridgeshire District Council for the Parish Council's views on transfer of land from 78 to 76 Cambridge Rd**  
Mrs. Cornwell left the meeting having declared a prejudicial interest in this matter.  
An email had been received from the Land Officer requesting the Council's views.  
Following discussion it was proposed by Mr. Ball, seconded by Mrs. Christine Smith, and AGREED, that the Council had no objection but would prefer this to be done by licence rather than by transfer of the freehold with a covenant. This was felt to be more effective in ensuring that the land would not be developed in the future.  
Mrs. Cornwell returned to the meeting.
- 2008.191 **To consider an estimate from DAS Services for supplying and fitting a dividing wall across the width of the Groundsman's shed at a price of £1054.44 + VAT**  
It was proposed by Dr. Grant, seconded by Mr. Ball and AGREED that this quotation be accepted.
- 2008.192 **Use of loan funding for capital projects**  
i. It was proposed by Mr. Leeke, seconded by Mr. Ball, and AGREED that the Parish Council agrees in principle to consider the use of loan funding for capital projects  
ii Following discussion of the paper presented by Mr. Williamson, it was proposed by Mr. Leeke and seconded by Mr. Ball (after an amendment which was proposed by Dr. Grant and seconded by Mr. Wright was accepted by the proposer and seconder of the motion):  
(a) that the Parish Council should apply for Borrowing Approval to take out a loan of £25,000 towards the costs of constructing of the Groundsman's shed,  
(b) that if the approval were granted the loan should be taken from the PWLB with repayment on an EIP basis  
(c) that the receipt of funds from the loan should not be used to artificially reduce the precept, in particular, that the core running costs of the Council should still be covered by the precept  
This was AGREED with one vote against. Mr. Grant asked that his vote against be recorded.
- 2008.193 **To consider Terms of Reference for Parish Council Committees**  
During discussion, the following points were made
- All committees should have clear terms of reference and any delegated authority should be laid out clearly
  - It was suggested that each committee should review its own Terms of Reference (if it has them) and submit them to the full Council for approval. Once initial Terms of Reference had been agreed, these should be reviewed on an annual basis.
  - Some specimen terms of reference had been received via CPALC. These would be circulated.
- 2008.194 **To approve accounts for payment**  
Due to the Clerk's absence, these required some amendment. Mr. Grant agreed to circulate a final list to the Parish Council. The payments were approved (Proposed Mr. Leeke, seconded Mrs. Cornwell).  
Some members of the Council expressed concern about the level of the electricity bill. Mr. Rabbett would be asked to check the meters and report back.
- 2008.195 **To consider Chapel Close Environmental Audit Report**  
Cllr. Hockney (District Councillor) reported that he and Mr. Johnson had had meetings with Chapel Close residents. It was generally agreed that, since most of the issues raised were South Cambridgeshire District Council issues, the matter would be passed over by the Parish Council, but that they would keep a watch over developments
- 2008.196 **To discuss matters relating to the cemetery**  
**i Future provision of grave spaces**  
No action would be taken at the moment.  
**ii Cemetery leaflet**  
Mr. Williamson reported that he had seen a reference on the ABA website to some model Cemetery rules. However, it was felt that it was more important to get a version of the leaflet out quickly. Mr. Williamson

agreed to do this in consultation with Mr. Wright.

2008.197 **To discuss progress of Community/Youth building project**

**i. To arrange a task force meeting**

This would be arranged by email between the members of the task force

**ii. To assess how much of the village leaflet drop has been carried out**

Information was shared between members and those who had already done significant amounts of delivering were thanked. Mrs. Kay had been contacted on behalf of WAY and they would do some delivering.

**iii. Management of project during and after building (discussion paper circulated by the Chairman)**

This matter was discussed following a paper from the Chairman outlining the different options for management. It was agreed that the task force should discuss the issues and that a special meeting of the Council be held to resolve the matter.

2008.198 **To discuss issues relating to boundaries**

Since there was no progress to report, this matter was passed over

2008.199 **To consider further information regarding drains in Waterbeach**

**i. Bannold Road development – balancing pond and surface water drains**

Cllr. Hockney (District Councillor) agreed to ask SCDC planning about the issue of balancing ponds in relation to the requirements of the S106 Agreement

2008.200 **To receive reports from Councillors, officers and representatives of the Council**

**i. County Councillor**

Cllr. Williamson apologised for the absence of a written report.

He reported that progress on the expansion of the Station Car Park was slow and was currently held up by lack of a response by Network Rail to a communication from the County Council.

**ii. District Councillor**

Cllr. Johnson had submitted a written report (copy attached). He raised the issue of cars driving over the Gault. A bench had been badly damaged, and Councillors were concerned that a memorial plaque should be retained and re-affixed to a replacement. Cllr. Hockney reported that he had had words with the police concerning Anti-social behaviour.

Cllr. Johnson reminded Councillors that a meeting to discuss the Public Art contribution from the Bannold Road S106 contribution was to be held on February 4<sup>th</sup>. He also raised the issue of rubbish disposal at the Cemetery.

**iii. Chairman**

The Chairman reported that she had attended a liaison meeting with Donarbon. At that meeting, the County Council officer present had told those present of an application from Network Rail to close Chesterton Sidings and move their aggregate handling depot to a site close to Bannold Cottages to the north of Waterbeach. These plans were at a very early stage, but a watch should be kept on the situation.

**iv. Library Officer**

Dr. Grant had submitted a written report (attached).

**v. CPALC**

Mr. Williamson reported that he had attended the CPALC AGM where our resolution had been accepted and the Bulletin would be published again in paper form. He also reported that he had spoken strongly against a proposal that Affiliation Fees should be put up by 5% at the same time as removal of the discount for early payment, and that it had been agreed that the discount would remain.

**vi. Neighbourhood Watch/e.cops**

The Chair reported that a meeting of the Neighbourhood watch co-ordinators was held on the afternoon of Dec 9<sup>th</sup>.

It was not very well attended, but Phil Shulver came and it was useful. He emphasized that if people do see incidents which are suspicious or involve antisocial behaviour then they should report them using the 0845 456 456 4 number. Even though this may not result in an immediate visit by the police the incident will be logged. If a picture begins to emerge of repeated incidents in a particular area then the police will look at how it can be dealt with it. Barbara Crothers and I have booked to go the annual Neighbourhood Watch meeting on Jan 31<sup>st</sup> at Huntingdon.

**vii Wicken Fen Vision**

The Chairman declared a prejudicial interest in this matter and left the room. The Vice Chairman took over the Chair.

Dr. Grant had heard a rumour that horses were to be banned from Burgess Drove following its change of status to a permissive cycleway.

Mr. Williamson stated that, as County Councillor, he had been in discussion with the National Trust about many of the issues and as far as he was aware, there was no intention of changing the status of Burgess Drove apart from the laying of a surface suitable for cycling and, following representations from the landowners, that bollards would be installed to discourage through traffic. One member of the Council said that he thought the Drove was a Green Lane.

Dr. Grant further remarked that she felt that gates should be installed instead of bollards.

It was therefore proposed by Mr. Jones, seconded by Mr. Leeke and AGREED that Mr. Wright should look into the status of Burgess Drove and any proposed changes and report back as soon as possible. He should also ask for the suggestion that a gate should be installed rather than bollards be considered.

The Chairman returned to the room and resumed the Chair.

2008.201 **To receive communications to the Council as seen fit by the Chairman for presenting to the Council**  
**i. Request from Ivett and Read to add additional inscription to the Burling family memorial**

This was AGREED

**ii. Return of audited Annual Return from Moore Stephens**

This was noted. The Chairman would ensure that the appropriate notice was displayed. A copy of the Annual Return had been scanned in and was on the website.

The Clerk was thanked for her work in helping the Council achieve a 'clean' audit report again.

**iii. Parish Precepts 2008**

The Chairman reported that SCDC had agreed that we could submit our precept request after the February meeting (one day or so late)

**iv. Response from WREN Community Challenge**

It was noted that the Council had been unsuccessful in their bid for a grant.

**v. Communities in Control Real people, real power. Code of recommended practice on local authority publicity. A consultation. (see [www.communities.gov.uk](http://www.communities.gov.uk))**

This was noted

2008.202 **To receive all other correspondence**

This had been made available to Councillors to read before the meeting and was noted

2008.203 **To answer questions from Councillors**

There were none

2008.204 **Matters for the next agenda**

Report of Community Building Task Force meeting

2008.205 **Employment issues**

It was resolved that in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw.

**Meeting closed at 10.30 pm**

**Chairman ..... Date .....**

## **District Councillors Report January '09**

1. Further to my comments regarding cars being driven on the Gault the problem is not at the entrance by George Gifford's drive but at the Way Lane end and while we need it to be inaccessible to cars we must not impede invalid buggies and we have to remember our groundsman needs access to cut the grass.
2. The School is booked for the 4th February for the open meeting regarding the Bannold Road development and the Public Art contribution, Flyers are being produced for the 19th January, any volunteers to help deliver these would be most appreciated.
3. I have received complaints about the volumes of rubbish down at the cemetery, I fully appreciate that the compost heap is there for a reason but plastic tesco bags, or other plastic should not be amongst the compost, lack of time has stopped me from checking we do have rubbish bins for non-recyclable items.

### **Library Officer report (January 2009):**

We had a volunteers' meeting at the beginning of December and made presentations to Nan and Betty who are stopping doing a regular slot but will still be involved with book change and occasional cover duties. WILL and WPC both gave them cards to thank them for 5 years service to the library and they were presented with a pot of hyacinths and a garden token.

More volunteers would always be welcome, we have found a team for Monday mornings (although we may lose one of these if she finds a different job) but now need more help on Fridays.

A focus on more liaison with the school was discussed, and it is still hoped that we can encourage reception to come over regularly like the playgroup children. It is planned to have some special events and possibly some "half-term happening" in the February half term with a different activity for every library session.

New shelves were ordered to start the replacement of the white metal stands. 5 sets were built up and 4 of the old metal stands were removed. It is intended to have one in the Pavilion with some books for sale. It was also discussed with the Clerk (when the wooden shelves were ordered) that one could be made available for the Groundsman's new shed for manuals and other small items.

It would be desirable to complete the transfer to wooden shelves which are more stable and easier to move even if they do not butt up to each other so well by ordering a further 3 sets. It may be necessary to replace one or two of the kinder boxes in the near future as the original ones are definitely showing their age and the bases are no longer that secure.

### **Tree officer report (January 2009):**

In discussion with the Manager of the recreation ground it has been suggested that we should purchase at least 4 large limes to fill in the spaces along the "rows" in the recreation ground. A further 2 trees could be positioned along the new post and rail fence at the entrance way (one close to the original hedge, ie in the corner of hedge and fence) and one nearer the gatepost end of the fence. The free hedging pack of trees is intended for planting on the inside of the post and rail as a "replacement" length of hedge, keeping up the biodiversity on the recreation ground. This new hedge should be maintained at the level of the post and rail fence. I also met with David Smart and Kevin to agree the necessary pruning on the hedge behind the groundsman's new shed and the beech hedge by the play area. Work on the former has been done, the latter is still outstanding.

Mr Cheason's tree has been moved but still needs pruning (as agreed with Kevin) to lift the crown. If work is to be done on the rear area of the Gault then some additional trees will be necessary.

I have not yet seen the tree audit so cannot comment on it. However on the pathway across the Gault there is one place where the path surface is raised substantially by a root and advice should be sought as to whether we can sever that root, remove it from under the path and patch the path. There is not a realistic option for path diversion as there was on the Rec to avoid the root.