

Minutes of the monthly meeting of Waterbeach Parish Council held on Tuesday, 3rd February 2009 at 7.30 p.m. in the New Pavilion, Cambridge Road.

Present: Mr. A. Ball; Mrs. J. Cornwell; Mr. W. Grant; Mr. P Johnson, Mr. R. Jones; Mr. M. Leeke; 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: Mrs and Mrs Smart, Mrs G. Stoehr (Acting Clerk/Minutes Secretary for the meeting).

Matters raised by members of the public:

No matters raised.

2008.206

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 were are instructed to withdraw. The Acting Clerk was asked to remain to take the minute. Proposed Mr Williamson seconded Mr Wright and AGREED.

2008.207

Apologies: Dr. C. Grant; Mr. P Mabbs; Mr. J Hockney, District Councillor for Waterbeach Ward.

2008.208

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.

Mr. W. Grant declared personal interest in relation to payments to the Clerk and Mr Smart due to a business relationship with them.

2008.209

To approve the minutes of the meeting held on 3rd January 2009

The minutes of the last meeting were AGREED as a correct record and signed by the Chairman. Proposed Mr Ball, seconded Mrs Cornwell and carried with one member abstaining.

The confidential minutes were AGREED as a correct record. Proposed Mr Ball, seconded Mrs Cornwell and carried with ten votes in favour and one vote against.

2008.210

Clerk report and matters arising from the minutes

Due to the absence of the Clerk on sick leave, there was no report.
Mr Johnson arrived.

2008.211

Arrangements during the Clerk's absence

AGREED the Parish council to look at short term options and the need for a contingency for longer term if the Clerk's sick leave is extended.

Mr Grant had been liaising with the RFO during her absence to maintain continuity.

AGREED the Chair of Finance be appointed Acting RFO until the RFO's return. Proposed Mr Leeke, seconded Mr Wright and carried with one member abstaining.

Noted the Council understands the guidance in the Governance and Accountability Practitioners' Guidance and best practice and that the appointment is a short term solution to the current situation only.

AGREED to appoint LGS Services to provide clerking support at meetings until the Clerk's return to work. Proposed Mr Leeke, seconded Mr Wright and carried with one member abstaining.

2008.212

Groundsman's shed

Meeting temporarily closed during this item to seek clarification from the Recreation Facilities Manager.

Noted the shed needs to be raised to take the height of the door.

AGREED Mrs Cornwell and Mr Wright in liaison with Mr Smart to check the level of insurance cover for the shed and to arrange Heras fencing to a maximum value of £500. Proposed Mr Ball, seconded Mrs Welburn.

2008.213

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

Noted :

- Skateboard park, Chittering Play Area safety checks completed.
- Gault and cemetery outstanding.

AGREED forms to be reviewed at a future meeting.

Cars parking by village green causing ruts are to be reported to the Police while the byelaws and their operation is checked, Mr Williamson and Mr Johnson will clarify the byelaws with their respective authorities. The Chairman will seek the support from the shop in helping discourage inappropriate parking.

2008.214

Councillor vacancy

An application for co-option had been received. There was a questions as to whether the applicant was eligible or not.

AGREED the Chairman to seek advice from the Returning Officer at the District Council before considering

- the application at the next meeting.
- 2008.215 **To appoint the new councillors Mr P Mabbs and Mrs M Welburn to committees**
 AGREED Mr Mabbs appointed to Highways and Planning Committee and Mrs Welburn appointed to the Finance Committee. Proposed Mr Leeke, seconded Mr Bailey with one member abstaining.
- 2008.216 **To receive reports and minutes of meetings**
i. Recreation Facilities – no report.
ii. Planning – received with no comment
iii. Employment Panel– (detailed in Finance report) received with no comment.
iv. Finance – received with no comment.
- 2008.217 **To agree the budget and precept for 2009/10**
 Proposed Mr Ball that the Precept be set at £116,150 as recommended by the Finance Committee. Not seconded.
 AGREED that the Precept be set at £106,000. Proposed Mr Leeke, seconded Mr Johnson. The vote was recorded as 7 votes in favour, two votes against and one abstention. Mr Grant asked that how members voted be recorded. Members present voted in favour of the motion with the exception of Mr Grant and Mrs Cornwell who voted against and Mr Ball who abstained. The Chairman did not vote.
 AGREED the Finance Committee to meet to review the draft budget on 17 February
 AGREED the Acting Clerk will issue the Precept demand to the District Council.
 AGREED the Councils fees, including the fees for the sports clubs, will be increased by 5% which is the same percentage increase as the precept.
- 2008.218 **To receive and consider planning applications**
 S/0032/09/F Extension 55 Way Lane Mr Dave Gwilt – Recommended for approval subject to neighbours comments and a condition requiring building materials to be kept on site and good management of contractors vehicles.
 S/2087/08/F Erection of 11.8m high fence Bodycote heat Treatment Ltd Denny End Industrial Estate – Recommended for approval.
 AGREED Mrs Cornwell to completed the planning responses and submit to the District Council.
- 2008.219 **To agree a date for the Annual Parish Meeting**
 AGREED the preferred date is Wednesday 29 April at 8pm in the School Library if available. Mrs Williamson to make the arrangements
- 2008.220 **To approve accounts for payment**
 Proposed Mr Ball, seconded Mr Williamson, one abstention, and AGREED the Payments as listed plus £241.50 for a skip to be paid with the following arrangements/conditions:
 Graham Heath - individual cheques to be written for each stage of works and Mr Wright and Mrs Cornwell to release the cheques as and when they are satisfied that the work has been completed. A proportion of payment may be retained for any significant snagging items.
 John Pollard – clarification is to be obtained as to the safety surfacing by Mr Wright and Mrs Cornwell, in consultation with the Recreation Facilities Manager before the cheque is released for the safety surfacing. Mr Wright to contact Mr Pollard to discuss. Mr. Grant is to circulate an amended list to the Parish Council.
 AGREED clear terms for future contracts to be set out to avoid future confusion.
 AGREED accept the quotation from Ben Hudson for £925 for tree works. Proposed Mr Ball and seconded Mr Leeke.
- 2008.221 **To discuss matters relating to the cemetery**
 The cemetery leaflet is ready and will be printed. Mr Wright to give a copy to the undertakers.
 Cemetery fees are to be reviewed against the Table of Parochial Fees.
 Two plots had recently been purchased which left approximately spaces in the cemetery unallocated.
 AGREED Mr Wright to prepare a report of all outstanding issues relating to the cemetery including double graves, vegetation, lack of space etc. This is to be an early agenda item at the June meeting.
- 2008.222 **To discuss progress of Community/Youth building project**
 Consideration having been given to the report, AGREED that refreshments of up to £5 per head for the day meeting taking place on 18 February. The working group should liaise with the youth group to avoid conflict in grant applications and also that the aim is to try to raise maximum funds from external sources.
- 2008.223 **To discuss issues relating to boundaries**
 i. Chattering play area – carried forward to the next meeting.
 ii. Cemetery – carried forward to the next meeting.

Deleted: Bailey

iii. Gault - AGREED members to look at the wall and understand the issues relating to repair and ownership so that this and the Noted quotation from Flanders Bros for wall repairs opposite Main Green. Can be discussed further at the next meeting.

2008.224

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

i. County Councillor

Report noted. Cllr. Williamson declared his personal and prejudicial interest in SS4 139 of the Cambs and Peterborough Minerals and Wastes Plan when this will be discussed by the Parish Council gave a factual report only on the proposals and the implications for Waterbeach. AGREED Highways and Planning Committees to look at this and to make recommendation to the next meeting when this will be an agenda item.

Way Lane trees – The removal and paving are two separate matters. Cllr Williamson is to clarify the position regarding progress of the tree works and with the paving and liaise with the school about planting replacement trees.

ii. District Councillor

Report noted.

AGREED litter pick considered in principle to be a good idea. Cllr Johnson to review the District Council's litter picking route to avoid duplication of work.

Seat at Waddelow Road & High Street – carried forward to the next meeting to consider how and if a new bench might be provided and funded.

iii. Chairman

Noted Mrs Williamson's report covering her e-mail correspondence with the PCSO, her invitation to meet the new Colonel on 5 February, and her attendance at the Parish Forum meeting on 19th January. Mrs Williamson is to circulate a report on the Parish Forum meeting discussion about delegation to planning officers.

The Chairman is to update her register of member's interests.

iv. Library Officer

Reported noted.

v. CPALC

Nothing to report.

vi. Neighbourhood Watch/e.cops

Report noted.

vii. Wicken Fen Vision

Mr Megginson's report was noted and this is to be carried forward to the next meeting.

Vii. Tree Officer report – not on the agenda so carried forward to the next meeting.

2008.225

Items for the newsletter

AGREED to include information on the Precept 2009/10, Minerals and Waste Plan consultation, community and youth building, profiles of new councillors and the date of the Annual Parish Meeting. Mrs Williamson to arrange.

2008.226

To receive communications to the Council as seen fit by the Chairman for presenting to the Council

i. Letter from Geoffrey Lever Solicitors about the Deed of Variation to S106 Agreement of 20 April 2007 to amend mortgage possession clause

AGREED Amy Richardson at Taylor Vintner be appointed, her having first got agreement for her costs to be paid for by the third party, to advise the Council on this matter and to also get firm commitment from the developer on the S106 payments and the dates that these will be paid. The Acting Clerk is to instruct the Solicitor and enclose a copy of the letter from Geoffrey Lever Solicitors. Cllrs Williamson and Johnson will liaise with their respective authorities.

ii. Standards Board Satisfaction with Advice & Guidance Research

AGREED the Clerk to complete on her return to work if she considers necessary.

iii. Letter and Application Community Chest

AGREED to include in the newsletter and to pass to interested groups.

iv. James Dean Leisure and Entertainment regarding the annual fair. AGREED the dates and that the fee would be increased by 5% to £367.50 plus electricity costs. The meter is to be read before and after the event. Mrs Williamson is to complete the booking.

v. CPALC draft minutes – noted.

vi. Cambridgeshire Transport Commission consultation – to be looked at by the Highway Committee when it

meets next week.

vii. Reimfield Builders interest in tendering for the community project – noted.

viii. Housing Futures Event – to be displayed in the Post Office window.

ix. Cambs and Peterborough Minerals and Wastes Plan including maps detailing local proposals – agenda item next meeting.

2008.227 **To receive all other correspondence**

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

2008.228 **To answer questions from Councillors**

There were none

2008.229 **Matters for the next agenda**

Nothing further.

2008.206 **Employment issues**

This item was revisited. At 9.40pm 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. The Acting Clerk was asked to remain to take the minute The Clerk and her husband left the meeting at this point and did not return. The meeting was declared re-opened at 10.04pm

Meeting closed at 10.05pm

Chairman Date

DRAFT