

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

Present: Mrs J Williamson (Chairman), Mr M Williamson/Mrs Melanie Welburn Dr K Grant, Mr A Wright, Mr W Grant, Ms G Smith, Mrs J Cornwell, Mr P Mabbs, Mr A Ball.

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

In attendance: Mrs G. Stoehr (Acting Clerk/Minutes Secretary for the meeting) five members of the public, including representatives from WAY, PCSO Claire Whiteman and PCSO Diane Neill.

Matters raised by members of the public:

Introductions were made.

WAY: 3 representatives of WAY attended to talk about their Cambridgeshire Youth Bank grant application. The Youth Bank agreed to secure the money but it is conditional on a project cost breakdown and three quotes. The group have worked hard to obtain the grant and the money has to be spent by the end of March. One quote and two estimates have been received and that these could be made available to the Group shortly. The Parish Council congratulated Way on its achievement and hard work securing the grant.

Claire Whiteman, PCSO in post since September, and Diane Neill were welcomed to the meeting and the Council expressed its thanks for their help with the trailer issue and appreciation for her work with parking but a problem however inconsiderate parking in the village still persists i.e. parking that is not in line with the Highway Code. The Police explained that where no yellow lines exist, parking within 50m of a junction is not enforceable unless a severe obstruction is caused but this was noted. The PCSO encouraged using wording from the Highway Code in the newsletter.

All visitors were thanked for attending and left the meeting.

It was noted that item 10/239 had been duplicated and would be dealt with under item 20.

1/230 **Apologies:** Mr M Leeke; Mr. P Johnson (ill); Mrs C Smith (ill); Mr R Jones (work commitments); Mr A Ball (will be late).

2/231 **Declarations of Interest for matters on the agenda:**

Mrs Williamson and Mr Williamson declared prejudicial interests in the minerals and waste plan as close residents.

Mrs Williamson and Mr Wright declared an interest in the item on the farmland museum and Mr Williamson declared a personal and prejudicial interest as its treasurer.

Mr Wright and Mrs Williamson declared an interest in the volunteer scheme as driver/co-ordinator. Mr Wright a personal interest in matters relating to the Way project.

Mr Williamson declared an interest in the grant item as a member of the PTA.

Mr Grant declared a personal interest in matters regarding the Clerk and Mr Smart due to a business relationship with them.

Mr Ball arrived.

3/232 **To approve the minutes of the monthly meeting held on 3 February 2009 and extraordinary meeting of 26 February 2009**

The minutes of the last monthly meeting of 3 February were AGREED as a correct record and signed by the Chairman. Proposed Mr Wright, seconded Mrs Cornwell and carried with two members abstaining.

The confidential minutes were AGREED as a correct record. Proposed Mrs Cornwell, seconded Mr Williamson and carried with two members abstaining.

The minutes of the extraordinary meeting of 26 February were AGREED as a correct record and signed by the Chairman. Proposed Mr Williamson, seconded Mrs Cornwell and carried with one member abstaining.

The confidential minutes were AGREED as a correct record. Proposed Mr Williamson, seconded Mrs Cornwell, and carried with one member abstaining.

4/233 **Clerk report and matters arising from the minutes**

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

5/234 **Review of clerking arrangements during the Clerk's phased return to work**

It was noted that the Clerk is undertaking a phased return, undertaking initially just cemetery and RFO duties.. The Employment Panel is to discuss this further with the Clerk.

6/235 **To receive and consider any point relating to Health and Safety in relation to employees, equipment, properties and land**

1. Bus Shelter Roof. The Chairman has checked the bus shelter twice and found tiles are loose. It was recommended that the open spaces manager be asked to give an assessment and decide whether a quote is needed.
2. Progress on Health and Safety checks. The school coach driver has reported pot holes at Chittering.

An email is to be sent to Keith Faunch

3. Recent wet weather had left the recreation ground dangerously slippery but people were unlikely to come to harm on that surface.
4. The recreation manager is liaising with the Janet Cornwell regarding pressure washing at Chittering playpark.
5. It was agreed to carry forward the review of the Health and Safety policy and risk assessments to a future, light agenda.

7/238

Co-option

1. To consider the draft policy for co-option circulated by Mr Ball. Proposed Mr Grant, seconded Mr Williamson to adopt this and consider adding it to the Standing Orders at the next meeting to allow the option of waiving if necessary. Standing Orders is to be an item for the next agenda.
2. To consider application for co-option. The advice received to date from CALC and from SLCC via the Clerk and also that from the Legal Officer at SCDC was reviewed. The Chairman is to circulate the SCDC legal department monitoring officer response regarding 6.4 of Arnold Baker. Proposed Mr Grant, seconded Mrs Cornwell, to defer a decision on co-option until further guidance had been received – 3 in favour, 4 against, 2 abstentions. Not carried. Proposed Mr Ball, seconded Mr Williamson not to co-opt Mr D Smart at this stage on the basis of the advice given by the Legal Officer – 6 in favour, 3 against. Carried. Mr Grant and Mrs Cornwell asked that their vote against be recorded. The Acting Clerk is to write to Mr Smart.

8/237

Groundsman's shed – update on progress

The shed had been erected. Two new personal doors have been put in. The lighting may need to be looked at. It was noted that the quote did not include a soakaway. The process for the project is to be reviewed.

9/238

Loan application

RESOLUTION that if the application for a loan for the Groundsman's shed is successful then the RFO should draw it down before the end of the financial year. Proposed Mr Ball, seconded Mr Williamson. Resolution carried with 1 against (Mr Grant).

10/239

To receive minutes of meetings and reports

i. Highways – Cllr Williamson reported on the progress of the Parish Council schemes. A site meeting had been held with D Lines and his superior and the scope of the scheme had been jointly agreed. It was agreed to arrange another site meeting with D Lines and his Line Manager. The Parish Council expressed disappointment that the plans for the scheme had not been received and were still awaited. Cllr Williamson to follow up.

ii. Planning – noted.

iii. Finance – noted. The vote in the previous draft minutes was incorrect in that one vote (Mr Grant) was received against the budget.

11/240

To approve the draft budget

Proposed Mr Ball, seconded Mr Williamson that the draft budget be approved. Carried with 6 in favour and 3 against. Mr Grant asked that his vote against be recorded.

12/241

To agree Cemetery fees for 2009

AGREED that the fees for 2009-10 be increased. Proposed Mr Wright, seconded Mr Ball, and carried with 7 for and 2 abstaining. The length of plot for ashes is to be carried forward to the next meeting.

13/242

To agree fees for U14 FA football matches

The FA had asked whether the U14s could use the pitches and pavilion for U14 home matches. Comparison was made with other parish fees. Congratulations were extended to the recreation manager for a facility which attract Cambs FA teams. AGREED to carry this item forward to review pricing to encourage rather than discourage usage, and to raise income for facilities. Mr Wright is to negotiate with the FA and a draft agreement is to be prepared. A recommendation is to be brought to the next meeting.

14/243

To approve accounts for payment

Proposed Mr Ball seconded Mrs Cornwell, and AGREED the Payments as listed to be paid. Mr Grant declared a personal interest. It was noted that the meters were being read weekly and that line marking materials were better.

15/244

To consider the quotations received by Flanders for work on the Gault wall as discussed at meeting of 3 February 2009 and decide on action

AGREED as the ownership of the wall is unknown to defer until the outcome of discussions with all parties and users of the drive was known, and carry the item forward to the next meeting.

AGREED to ask the insurance company to assess the Gault wall for safety.

- A similar situation exists with regard to the fence at Chittering. AGREED ownership needs to be resolved and formally recorded.
- 16/245 **To consider planning applications**
S/0061/09/F – 1 Bank Farm Cottages, Long Drove – Mr Tom Reynolds – Extension
Approved by the Parish Council subject to the condition that deliveries should not block the road and vehicles should be unloaded on site so as not to inconvenience neighbouring properties.
- 17/246 **To consider the draft response to the Cambridgeshire and Peterborough Minerals and Waste Plan consultation and site 130 Railhead north of Waterbeach**
It was noted that the Planning Committee had already submitted the response.
- 18/247 **To discuss progress of Community/Youth building project**
The report of the meeting on 18 February was noted. It was proposed by Mr Ball, seconded by Mrs Cornwell, and unanimously AGREED to adopt a design and build approach with the Parish Council managing the project under a CDM Co-ordinator for the budget as identified and the tender document be prepared and competitive tenders be sought from three parties.
Solicitors are looking into the terms of the donation. AGREED the RFO write to the solicitors describing the use of the building and the involvement of WAY. It was agreed to ask whether there was anything the Parish Council could do to give a long-term undertaking and assurance that the Parish Council will enter into any heads of terms to satisfy their criteria.
Proposed by Mr Ball, seconded by Dr Grant, and AGREED to waive Standing Order 77(b) to allow the negotiation of the final price with the selected contractor after the round of competitive bids and to allow the appointment of CDM and a Quantity Surveyor.
- 19/248 **To consider applications for the March Grants scheme**
. Ten applications had been received for the £500 grant, following a notice in Beach News in December inviting applications. AGREED a working group of any members without a personal or prejudicial interest to bring a recommendation to the next meeting. Mr Grant will attend to this. This will be the first agenda item for an extraordinary meeting following the next Planning Meeting.
- 20/249 **To receive reports from Councillors, officers and representatives of the Council**
i. County Councillor
Cllr Williamson reported on:
 - Way Lane tree deferred – to be an agenda item at next meeting.
 - Flashing signs.**ii. District Councillor**
Report noted.
iii. Chairman
Cemetery Drive – it was noted that the Assistant Priest had kindly offered to speak with the Major Hornby.
iv. Library Officer
Disappointment was expressed that Parish Council members did not attend the half term event. It was not clear that publicity via the school had taken place. Thanks were expressed to the volunteers. Lending figures need to be increased.
v. CPALC
Noted.
vi. Trees
See below
vii. Neighbourhood Watch/e.cops
Report noted.
- 21/250 **Resolution to accept the recommendation of the Trees Officer on the budget needed for the provision of replacement trees, hedging and shrubs and new trees for the Gault and recreation ground so that the plants can be purchased and planted before the growing season and approve expenditure to that level.**
Proposed by Mr Ball, seconded by Mr Grant, it was resolved to spend up to £1000 on better, larger bulkier trees.
The Parish Council will write to SCDC regarding the outstanding new build open spaces payment of £498.56 for 28 Cattells Lane, the RFO will ask Cllr Johnson why the open space contribution was not a requirement for 1 Cambridge Road and for Lock Farm. The Planning Committee is to monitor new dwellings and the trigger for payments.

22/251

Wicken Fen Vision – Cycle Route

Mr and Mrs Williamson left the meeting while this was discussed. Mr Wright declared a personal interest. Mrs Cornwell took the chair.

John Megginson’s reply apologising that he had not checked the soundness of the scheme with the District Council, and requested that the Parish Council reiterate its support for the scheme in accordance with the resolution was considered.

Proposed by Mr Grant, seconded by Mr Wright, it was agreed that the Clerk should write to Mr Megginson stating that the Parish Council still supports the cycle route in principle but still has concerns that that the exit near the station and Burgess Drove were unresolvable and the route chosen was not the best route, and request that John Megginson attends a meeting to discuss route options between the cycle way and Bottisham Lock further, as well as the issues with the National Trust chosen route, with the objective of assessing all the benefits and disadvantages of all the possible routes.

Mr and Mrs Williamson rejoined the meeting.

23/252

Response from Taylor Vinters to letters sent after February meeting about the deed of variation to the S106 agreement.

The Solicitor had replied that she will seek cover of her fees from the third party and that the deed of variation was a routine matter which she would attend to on the Parish Council’s behalf. SCDC are considering pursuing outstanding obligations and she would monitor this.

24/253

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

- Cambridgeshire County Council Countryside Access issues
- Start Network invitation to networking event Sat 28 March
- Standards Board Satisfaction Survey – questionnaire to be completed by Cllr W Grant.
- CALC bulletin
- LAF recruitment poster
- Major Powell – Email presentation on operational tour of Afghanistan on 25 May 2009.
- Atkins quote for removal of bus shelter foundations – this will be an agenda item for the next meeting.

25/254

To receive all other correspondence

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

26/255

To answer questions from Councillors

There were none

27/256

Matters for the next agenda

- Review of Health and Safety Policy and Risk Assessment
- Standing Orders – Co-option policy.
- U14 Football match fees
- The Gault wall and fence at Chittering
- Grants scheme - Extraordinary meeting
- Way Lane trees
- Exclusive rights of burial term ashes interments
- Atkins quote removal of bus shelter foundations
- Progress of highway schemes
- Community Youth Building Project

Meeting closed at 10.10 pm

Chairman Date