

Minutes of the monthly meeting of Waterbeach Parish Council held on Tuesday, 7th April, 2009 at 7.00 p.m. in the New Pavilion, Cambridge Road.

Present: Mr. A. Ball; Mrs. J. Cornwell; Dr. C. Grant; Mr. W. Grant; Mr. P. Johnson; Mr. M. Leeke; Mr. P. Mabbs; Mrs. C. Smith; Ms. G. Smith; Mrs. M. Wellburn; Mrs. J. Williamson (Chairman); Mr. M. Williamson; Mr. A. Wright.

Mr. Johnson attends as a district councillor for the ward of Waterbeach; Mr. Williamson attends as the county councillor for the ward of Waterbeach.

In attendance: the Clerk and two members of the public

Matters raised by members of the public:

Mr Smart said that he felt aggrieved that the Parish Council did not appear to want to co-opt him and had misrepresented his working relationship with the council when trying to establish his eligibility. He said that he had taken the matter up with the Legal department at South Cambridgeshire District council.

2009.21	<p><u>To approve the Employment Panel's recommendation with reference to clerking resources</u> It was agreed that the confidential recommendations should be discussed. 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 excluded and are instructed to leave.</p>
2009.1	<p><u>Apologies:</u> None</p>
2009.2	<p><u>Declarations of Interest for Matters on the Agenda:</u> Mrs. Williamson declared a personal interest as a school governor in matters relating to the school</p>
2009.3	<p><u>To approve the Minutes of:</u> i. the monthly meeting held on 3rd March 2009 Mr. Ball proposed, seconded by Mrs. Cornwell and agreed that the Minutes be signed. Dr. Grant and Mr. Grant abstained ii. the extra-ordinary meeting held on 17th March 2009 Mr. Johnson proposed, seconded by Mr. Ball and agreed that the Minutes be signed. Dr. Grant, Mr. Grant and Mr. Mabbs abstained. iii. the confidential minutes of the meeting held on 17th March, 2009 Mrs. Cornwell proposed, seconded by Mr. Ball and agreed that the Minutes be signed. Dr. Grant and Mr. Grant abstained</p>
2009.4	<p><u>Clerk's report and matters arising from the Minutes</u> It was noted that the post box in Denny End Road has not yet been re-located.</p>
2009.5	<p><u>To consider applications for co-option:</u> The application from Norma Kay for co-option had been circulated to the Council. It was agreed that Ms. Kay satisfied the requirements of the co-option policy. Mr. Grant proposed, seconded by Mr. Williamson and agreed the Ms. Kay be co-opted to the Council</p>
2009.6	<p><u>To finalise arrangements for the Annual Parish Meeting on 29th April, 2009:</u> The meeting is to be held in the Community Room (library) at the school and to commence at 8.15 p.m.. Coffee will be served from 7.30 p.m.. Mr. Wright agreed to provide a representative collection of photographs, taken by councillors, of parish council work. Representatives would be invited to give a report supported by a power point presentation if they wish.</p>
2009.7	<p><u>To receive and consider any point relating to Health and Safety in relation to employees, equipment, properties and land.</u> i Safety checks Quarterly checks had been received for the recreation ground, the green, the gault, the cemetery and Chittering. Mr. Pollard had been asked to repair the slats on the seats on the green. He would be asked to give an estimate for the repair of the bus shelter roof</p>

	<p>and the guttering on the Old Fire Engine House. The bi-monthly check for the skateboard park is due.</p> <p>It was agreed that the Clerk should purchase a scaffold tower for no more than £500 and a leafblower and a strimmer to replace those that had been recently stolen. An additional strimmer should also be purchased to replace the one which is broken.</p> <p>ii. to consider provision of additional dog litter bins on the recreation ground</p> <p>A replacement dog litter bin is required in the car park. It was also suggested that an additional dog litter bin should be installed along the southern boundary of the recreation ground.</p> <p>It was agreed that the cost of bins plus installation should be included on a list of jobs requiring attention.</p> <p>It was requested that 'Dogs on the Recreation Ground' should be discussed as an agenda item later in the year.</p>
2009.8	<p><u>To receive reports and minutes of meetings:</u></p> <p>i. Planning</p> <p>The Minutes of the meeting on 17th March had been circulated</p> <p>ii. Recreation Facilities</p> <p>the Minutes of the meeting held on 10th March had been circulated.</p> <p>iii. Meeting with Environment Agency</p> <p>The notes of the meeting held on 6th March had been circulated. It was agreed that a letter be sent to the Environment Agency to support a professional solution to the drainage along the A.10 which will have a beneficial effect on the drainage of the village. It was agreed that the letter should be copied to CCC, SCDC, riparian owners of Award Drain 1 and James Paice, M.P..</p> <p>It was noted that the Planning Committee should be more wary of related drainage issues on planning application</p>
2009.9	<p><u>To approve accounts for payment:</u></p> <p>It was agreed that the electricity meters in the old and new pavilion should be read regularly by Dave Beasely and Clive Rabbett respectively. Mr. Williamson proposed, seconded Mr. Grant and agreed that the contract with British Gas should be investigated and ESPO contacted two months before expiry of the contract to explore future rates.</p> <p>Mr. Wright declared a prejudicial interest in the list of accounts as a listed recipient.</p> <p>Mr. Leeke proposed, seconded by Mr. Leeke and agreed that the accounts be paid. Mr. Grant abstained.</p> <p>Concern was expressed regarding the publication on the account of employees salary cheques. The Clerk advised that for internal audit there is a requirement that each cheque number is listed, that the list is not made public and is no different than the analysis book which can be viewed by members of the public although the salary columns would be covered in this instance. Mr. Mabbs suggested that the list of accounts is labelled 'confidential'.</p>
2009.10	<p><u>To consider Standing Orders reference inclusion of co-option policy</u></p> <p>It was agreed that the Co-option Policy is attached to the Standing Orders as an appendix</p>
2009.11	<p><u>To consider period of Exclusive Right for ashes plots</u></p> <p>It was agreed that the length of time of Exclusive Rights for Ashes plots should be added to the list of charges in the same way as it is for interments</p> <p>Further issues relating to the cemetery would be discussed as an agenda item in June</p>
2009.12	<p><u>To consider recommendation for the fee charged to Cambridge FA Under 14s</u></p> <p>There is no requirement at the present time for the pitches.</p>
2009.13	<p><u>To agree action to be taken on trees in Way Lane</u></p> <p>Mr. Williamson proposed, seconded by Mr. Johnson that the trees be removed: For 5; Against 6; I abstention</p>

	<p>Dr. Grant proposed, seconded by Mrs. Smith that the trees should not be cut down now but that they should be pollarded and that the period of time before the next requirement for action to the trees should be used to encourage planting inside the school fence. For 8; abstentions 3. Mr. Faunch, CCC, would be informed of the Council's decision for maintenance of the trees rather than removal</p> <p>It was agreed that a letter be sent to the school governors for the premises committee on 22nd April requesting that a long term solution is found to the trees on the school boundary.</p>
2009.14	<p><u>To agree actions to be taken regarding boundary walls/fences at Chittering play area, the cemetery and the Gault:</u></p> <p>Chittering play area – the Clerk had found documents which showed that the Parish Council are responsible for all of the boundary walls/fences. Flanders Bros. had submitted a report and details of work needed to the wall dated 16th October, 2008 for £8725.20</p> <p>Cemetery Wall – Flanders Bros. had submitted details and costs for further repairs to the boundary wall dated 10th November, 2008 for £41167.82. This quote also noted that the lytchgate needs some pointing costing £650.47 and repairs to the windows costing £3819.00. A further report from Flanders Bros. dated 26th March states that the wall seems to be acceptable at the present time apart from a couple of areas.</p> <p>Gault – Flanders Bros. report dated 26th March states that the wall at the present time seems to be stable but that some work is recommended to prevent damage to property or persons and to protect the wall from further deterioration.</p> <p>It was agreed that Flanders Bros. be asked to prioritise the work needed to the cemetery and Chittering Play area walls and that estimates for maintenance to the fences at Chittering play area are obtained</p> <p>Mr. Williamson proposed, seconded by Mr. Leeke and agreed that the area of land between the chain link fence and the wall on the south side of the cemetery are registered.</p>
2009.15	<p><u>Resolution: That the Clerk writes to the occupants of the Old Gas Works and 4 Greenside saying that the Council would like to repair the wall between the access to their property and the Gault. However before commencing repairs, they would require acknowledgement that the fact that the Council is undertaking these repairs does not mean that the Council accepts responsibility for any further maintenance of the wall. Once the acknowledgements are received the work defined in item 1 of the quotation received from Flanders Brothers dated 19th January 2009 be put into effect.</u></p> <p>Mr. Ball proposed that the wall should be repaired as defined in item 1 of the quotation dated 19th January from Flanders Bros. on the assumption of ownership of the wall and that there is no information to suggest the contrary. However if ownership is proved otherwise the Council will be happy to invoice the owner for the work done. Recording of votes under Standing Order 11 was requested: For: Mr. A. Ball; Dr. C. Grant; Mr. P. Johnson; Mr. M. Leeke; Mr. P. Mabbs; Mrs. C. Smith; Ms. G. Smith; Mrs. M. Wellburn; Mrs. J. Williamson; Mr. M. Williamson. Against: Mrs. J. Cornwell; Mr. W. Grant; Mr. A. Wright.</p>
2009.16	<p><u>To consider quote to remove bus shelter foundations:</u></p> <p>.This matter would be discussed as an agenda item in June.</p>
2009.17	<p><u>To agree that quotes are sought for patching of the car park using a method similar to last time:</u></p> <p>This matter would be discussed as an agenda item in June.</p>
2009.18	<p><u>To receive progress report on highways schemes:</u></p> <p>A letter had been received from David Lines, CCC, explaining why it had not been possible to implement the Minor Improvement Scheme in Station Road.</p> <p>Dr. Grant registered her dissatisfaction at the lack of communication from the County</p>

	<p>Council regarding the submission for improved lighting, safer crossing at the station and improved access to the centre of the village especially as a meeting had been held with officers of the County Council prior to submission of the application.</p> <p>It was agreed that a letter be sent to Richard Preston, CCC, requesting that the scheme be resurrected in the current financial year</p> <p>It was agreed that a letter be sent to the Mr. Darling, Railway Inspectorate, and First Capital Connect regarding the safety of pedestrians crossing the railway line.</p>
2009.19	<p><u>Community/Youth building project:</u></p> <p>i. To receive progress report A meeting of members of the task force is to take place on 8th April</p> <p>ii. To arrange a date for a special meeting to consider management options for the building project both during and after construction: It was agreed that this would be discussed as an agenda item in June</p>
2009.20	<p><u>Proposal: To adopt the Guide to Good Employment Practices in Local Councils with the exception of Appendices 1 – 3 inclusive.</u> This would be discussed at the meeting to be held on 9th April.</p>
2009.21	<p><u>To approve the Employment Panel's recommendation with reference to clerking resources</u> Parish Council documents – Mr. Grant agreed to remove the documents from the clerk's home storage to the groundsman's garage. Storage boxes would be obtained by Ms. Smith. A date for the further sorting of documents would be agreed at the May meeting. Mr. Johnson agreed to find out from SCDC what information on plans they keep. Further cabinets for storage would be obtained when required.</p>
2009.22	<p><u>To consider security issues in the changing rooms during matches</u> It has been reported that valuables have been stolen from the changing room during matches. It was agreed that disclaimer notices should be displayed and that the clerk investigate security cupboards for the safe storage of valuables.</p>
2009.23	<p><u>To consider provision of a pedestrian crossing point outside the Village Stores, Greenside:</u> It was agreed a letter be sent to Richard Preston, CCC, enquiring whether regulations permitted a crossing to be installed if funding was available.</p>
2009.24	<p><u>To consider use of Power of Wellbeing:</u> It was agreed that the Council would not be seeking to use the Power of Well-being before the end of 2010</p>
2009.25	<p><u>To receive reports from Councillors, officers and representatives of the Council</u></p> <p>i. County Councillor Railhead in Waterbeach Fen – Network Rail have withdrawn the application. Flashing signs – signs at the school are now working Jointly Funded Scheme – letter sent by officer to Parish Council Waterbeach station car park – progress by Network Rail and First Capital is slow Development at Waterbeach – Review of Regional Spatial Strategy. If the development at Waterbeach is to take place there is a need to demonstrate the ability to deliver high quality transport by rail and bus</p> <p>ii. District Councillor Litter picker route – the route is along High Street from Cattells Lane to Greenside and through to St. Andrews Hill and Chapel Street. A proposed date for the litter pick is needed. Bannold Road development public art meeting – 12 people attended a meeting on 18th March. Many ideas were put forward. More local people with skills and interests are needed.</p>

	<p>Police Surgery – to be held on Greenside on 22nd April, 1.30 p.m. to 3.30 p.m.</p> <p>Planning application open space contribution – not applicable to replacement dwellings or extensions. The policy was adopted by SCDC in November 2008. The application of the policy to a new build planning application is judged by the case worker allocated to the application</p> <p>Goal posts – the need to take down goal posts after matches was questioned. It was agreed that there is a need – to protect the grass in the goal mouths, for the safety of walkers on the recreation ground and in order that the goal mouths are not used as a bar to swing from.</p> <p>iii. Chairman</p> <p>Dogs fouling on the recreation ground – there is a need to discuss this issue and address the problems that are being caused.</p> <p>Army – a march past through the village is to take place on 29th May followed by tea and coffee for the soldiers and the members of the public. The Barracks open day is to be held on 30th May.</p> <p>iv. Library Officer</p> <p>Stock rotation – there are changes which will affect the mix of books. This is to be discussed at a meeting with CCC</p> <p>The annual review meeting with CCC has been held. Mr. Allanach met with Dr. Grant and the clerk. It was agreed that Waterbeach LAP is performing satisfactorily, that if a faster PC is needed the purchase will have to be arranged through CCC. An up to date list of volunteers was provided all of whom have signed the code of conduct. Some CRB checks are being processed.</p> <p>v. Tree Officer</p> <p>The area next to the Beach Social club garden has been planted with fruit trees, replacement trees have been planted in the row of trees across the middle of the recreation ground and hedging has been planted to reinforce various areas of hedging. Trees are yet to be planted on the Gault and hedging near the groundsman’s garage and new shed.</p> <p>There is still some of the tree audit work to be completed.</p> <p>vi. Wicken Fen Vision</p> <p>Minutes of the last meeting had been circulated</p> <p>vii. CPALC</p> <p>No report</p> <p>viii. Neighbourhood Watch/e.cops</p> <p>No report</p>
2009.26	<p><u>To receives communications to the Council as seen fit by the Chairman for presenting to the Council</u></p> <p>Waterbeach Football Club – application to FA for an ‘A’ Team. It was reported that ten games would be played by the team, some Saturdays two teams may be playing and that some weekends there could be three teams playing. It was agreed that the groundsman should be asked if there was capacity for the extra matches.</p> <p>Waterbeach Community Association – request to use Green and Gault for the Feast on 6th June, 2009. It was agreed that the Community Association could use the Green and the Gault</p> <p>David Lines , CCC – Station Road minor improvement scheme</p> <p>Norma Kay – application for co-option</p> <p>CCC – Consultation of Further Additional Mineral & Waste Development Proposals</p>
2009.27	<p><u>To receive all other correspondence</u></p> <p>CCC – Weather the Storm – a guide to help you through the economic downturn. Mr. Williamson agreed to find out the cost of the publication and circulation</p>

	CCC - changes to Stagecoach and Whippet Services CCC – Contracted or commercial bus services that commence between April and August 2009 Highways Agency – Helping you plan your road journeys for the East of England SCDC – Housing Futures DVD Wicken Fen Vision – News from the Fen NHS – Drug and Alcohol Action
2009.28	<u>To answer questions from Councillors</u> No questions were raised.
2009.29	<u>Matters for the next agenda</u> June agenda – Quality Status

The meeting ended at 9.45 p.m.

Chairman Date

DRAFT