

Minutes of the Annual Meeting of Waterbeach Parish council held on Tuesday, 5th May, 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. P. Johnson; Ms. N. Kay; Mr. M. Leeke; Mr. P. Mabbs; Mrs. C. Smith; Ms. G. Smith; Mrs. M. Welburn; Mrs. J. Williamson (Chairman), Mr. M. Williamson; Mr. A. Wright.

In attendance: the Clerk

Matters raised by members of the public:

Concern was expressed that the damaged, and now removed, red telephone box on the Green will not be replaced. Request that the Parish Council should, without further delay, should endeavour to secure the replacement of a red telephone box of the same style or similar as the site is within the Conservation Area. A copy of any correspondence should be copied to SCDC Conservation Officer.

2009.35 To elect a Chairman:

Mr. Johnson proposed Mrs. Williamson, seconded by Mr Ball. For 10; Against 1; Abstain 1(WG)

2009.36 Apologies: None

2009.37 Declarations of Interest for Matters on the Agenda: None

Mrs. Williamson welcomed Ms Kay to the Council following her co-option in April

2009.38 To elect a Vice-Chairman

Mr. Williamson proposed Mrs. Cornwell, seconded by Mr. Johnson. For 9; Abstain 2

2009.39 To consider applications of co-option:

An application for co-option had been received from Mr. Bullivant. Mr. Ball proposed, seconded by Mr. Leeke that Mr. Bullivant be co-opted to the Council. For 13; Abstain 1.

2009.40 To elect members of:

i. The Planning Committee:

Dr. Grant proposed, seconded by Mrs. Cornwell that the members be: Mr. Ball; Dr. Grant; Mr. Johnson, Ms. Kay; Mr. Mabbs; Mrs. Smith; Ms. Smith; Mr. Wright, chairman and vice-chairman ex officio.

ii. The Finance Committee

Mr. Leeke proposed, seconded Mrs. Smith that the members are: Mr. Ball; Dr. Grant; Mr. Leeke; Mrs. Smith; Mrs. Welburn; Mr. Williamson; chairman and vice-chairman ex officio. Abstain: 1 (WG)

iii. The Recreation Facilities Committee

Mr. Williamson proposed, seconded Mr. Ball that the members be: Ms. Kay; Ms. Smith; Mr. Wright; chairman and vice-chairman ex officio. Abstain: 1.

iv. The Highways Committee:

Mr. Ball proposed, seconded by Mr. Leeke that the members be: Mr. Johnson; Mr. Mabbs; Mrs. Smith; Ms. Smith; Mr. Williamson; Mr. Wright; chairman and vice-chairman ex officio. Abstain: 2. It was agreed that Mr. Bullivant be asked to be a member of the committee

v. The Employment Panel

The members of the panel would be determined at the extraordinary meeting as the Terms of Reference had not been prepared. Mrs. Cornwell and Dr. Grant were prepared to continue as members of the Employment Panel until the extraordinary meeting. Mr. Leeke proposed, seconded by Mrs. Smith. Against 1 (WG). Abstain 1(AW)

vi. The Disciplinary and Grievance Panel

Deferred to the extraordinary meeting as Terms of Reference not prepared

vii. The Appeals Panel

Deferred until to the extraordinary meeting as Terms of Reference not prepared

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Deferred until to the extraordinary meeting as Terms of Reference not prepared

2009.41 To consider Community/Youth Building task Force change of status to Committee

It was agreed that the status of the Community/Youth building group would not change
It was agreed that Ms. Kay join the group following her expression of interest to do so.
Mr. Ball proposed and agreed that any tender documentation should be approved by full council.

2009.42 To elect officers for:

It was agreed that the following positions should be adopted for the following year

- i. **Footpaths:** David Armstrong would be asked to continue his role.
- ii. **Community Association:** Christine Smith
- iii. **Library** Kate Grant
- iv. **Patch Planning** Alan Ball
- v. **Twinning:** Pam Gooding
- vi. **Youth:** Sarah Smart
- vii. **Play Area:** Norma Kay
- viii. **Trees:** Janet Cornwell; Kate Grant
- ix. **Charity Football:** Chairman of the Recreation Committee
- x. **CPALC:** Michael Williamson
- xi. **Wicken Fen Cycle Route:** Adrian Wright; any other Councillor to stand in when necessary
- xii. **Cemetery:** Adrian Wright
- xiii. **Cemetery/ Winfold Road/Old Pond Site Safety Checks:** Christine Smith
- xiv. **Village Green/Gault Safety Check:** Norma Kay
- xv. **Recreation Ground Safety Check:** Jane Williamson
- xvi. **Skateboard Park Safety Check:** Alan Ball
- xvii. **Waterbeach Play Area Safety Check:** Alan Ball
- xviii. **Chattering Play Area Safety Check:** Janet Cornwell
- xix. **Parish Plan:** Alan Ball
- xx. **Responsible Financial Officer:** Sarah Smart
- xxi. **Internal Auditor** Heelis and Lodge

2009.43 To approve the Minutes of the meeting held on 7th April, 2009:

Janet Cornwell proposed, seconded by Adrian Wright and agreed that the Minutes be approved

2009.44 To approve the confidential Minutes of the meeting held on 7th April, 2009

Il proposed, seconded by Christine Smith and agreed that the Minutes be approved.

2009.45 To approve the Minutes of the extraordinary meeting held on 9th April, 2009

Janet Cornwell proposed, seconded by Alan Ball and agreed that the Minutes be approved.

2009.46 Clerk's report and matters arising from the Minutes:

Pot holes – a meeting had been held with Keith Faunch, CCC. Potholes reported to the clerk and not already repaired, Spurgeon's Avenue, the sunken drain in Bannold Road and pot holes in Bannold Drove were noted.

Work on Burgess Road and Waddelow Road is to be done in the summer as capital schemes.

Capper/Kirby Road and Station Road paths are scheme which will have to be submitted again and again until they come to the top of the list.

Work is to be done on Cross Drove – Long Drove is not considered to be as urgent.

A10 traffic light pot hole – repair to be taken from A10 pot of money acquired at hand over.

Sunken road on approach to station level crossing is to be repaired. It was suggested that the ditch alongside the railway and behind Whitmore Way be investigated at the same time as the rail closure for the road repairs.

Flashing speed signs for Cambridge Road approach to the village – a resident has requested these as a number of near misses of cars exiting ‘old’ Cambridge Road with speeding cars have been witnessed

Training for Councillors: – to be held at Milton on 23rd September, 14th October; 11th November. Councillors intending to attend should notify the Clerk as soon as possible

2009.47 To consider any point relating to Health and Safety in relation to employees, equipment, properties and land

Mr. Grant proposed, seconded by Adrian Wright and agreed that a suitable fire extinguisher and first aid kit be purchased for the clerk’s office.

2009.48 To receive reports and Minutes of Committee meetings

i. Planning Minutes

Concern was expressed that because SCDC had not determined the planning application at 10a Rosemary Road properly the inspector at the appeal for the application could only rule the application as non-determined. Dr. Grant and Mr. Grant declared a prejudicial interest and left the room. It was agreed that a letter be sent to the head of scrutiny at SCDC with a copy to the scrutiny officer regarding the maladministration by SCDC.

ii. Finance Minutes

Mrs. Smith proposed, seconded by Dr. Grant and approved that the recommendation of the Finance Committee to offer £50 per week, based on the offer made to the council for the use of space in the village, be offered to the clerk for the provision of an office and that the amount be reviewed if an assistant clerk is employed. Mr. Grant declared a personal interest as being acquainted with the Clerk.

The request that the Parish Plan Committee submit a report for the June meeting was noted and it was agreed that this would be done.

2009.49 To approve accounts for payment:

Mr. Grant declared a personal interest

Mr. Ball proposed, seconded by Mr. Leeke and agreed that the accounts be paid.

2009.50 To deal with Planning matters which need to be disposed of before 19th May

i. S/0477/09/F: Mr Mrs Wright, 38 Winfold Road – 2 storey extension. Agreed subject to neighbours. All materials and vehicles must be on site.

ii. S/0515/09/F: Mr M Drayton & Miss N Smith, 14 Pieces Terrace – extension and front porch (Amended design). Agreed subject to neighbours. All materials and vehicles must be on site

2009.51 To consider the Employment Panel’s recommendation 5:

It was agreed that the clerk investigate the availability of training necessary to enable Mr. Rabbett to cover for Mr. Stubley.

In view of the confidential nature of the business about to be transacted it was resolved that it is advisable in the public interest that the press and public be temporarily excluded and they withdraw from the meeting.

Following discussion the press and the public were invited to rejoin the meeting.

2009.52 Community/Youth building project

i. To receive progress report

A meeting of the task force had been held on 23rd April when further work had been done on the funding application. Donarbon have offered £10,000 as a grant provided the forms are completed by 31st May.

2009.53 To consider purchase of mower:

The need for a mower at the cemetery would be reviewed at the annual inspection when councillors could assess the need.

2009.54 To approve Job Description for assistant clerk:

The job description which had been circulated was approved.

2009.55 To receive reports from Councillors and officers and representatives of the Council:

i. County Councillor:

A Speed Watch training session is being run on 9th May at Landbeach. It was agreed that a similar session should be organised for Waterbeach and parishioners invited to attend through The Beach News.

ii. South Cambridgeshire District Councillor:

The officer in charge of the planning application is attempting to secure the open space contribution from the developer retrospectively of the planning approval

iii. Chairman:

The newsletter for insertion in the Beach News to be published on 16th May would be the report given at the Annual Parish Meeting.

iv. Library Officer:

Fewer junior books are being included in the LAP stock

v. Village Plan

A report would be given at the June monthly meeting

vi. CPALC

Nothing to report

vii. Neighbourhood Watch/e.cops

Nothing to report – the scheme needs to be revived

2009.56 To receive communications to the Council as seen fit by the Chairman for presenting to the Council

Paul Coleman – boundary between 14 Chapel Street and Recreation Ground. The chairman had visited the site and considered that there had been no access from the recreation ground recently. The area would be looked at the inspections

Bill Bullivant – application for co-option

Site & Maintenance – quotes for various jobs for consideration. It was agreed that the repairs to the fence at Chittering play area be carried out as a health and safety matter at a cost of £280

2009.57 To receive all other correspondence

Richardson Tree Surgery – services

CCC – change of contact details for the County Development, Minerals & Waste Group

Cambridgeshire Playing Fields Assoc. Newsletter

2009.58 To arrange a date for an extraordinary meeting to discuss policies

It was agreed that an extraordinary meeting would be held on 19th May. Ms. Kay would produce a draft Child Protection policy for consideration, the Clerk would produce a draft Equal Opportunities policy for consideration.

Mr. Ball agreed to prepare the terms of reference for the employment panels for consideration at the meeting.

2009.59 To arrange a date for the sorting of Parish Council documents

Mrs. Cornwell, Mrs. Smith, Ms. Smith and Mrs. Williamson would agree a suitable date when they could sort the documents.

2009.60 To answer questions from Councillors

Feast – WILL are holding a book stall. It was suggested that a name the Community/Youth building exercise could be run.

2009.61 Matters for the next agenda

Dogs on the recreation ground; cemetery; Village Plan

The meeting ended at 10.05 p.m.

Chairman Date