

Minutes of the monthly meeting of Waterbeach Parish Council held on Tuesday, 3<sup>rd</sup> November 2009 at 7.30 p.m. in the New Pavilion, Cambridge.

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

Mr M. Williamson attends also as the County Councillor for the ward

**In attendance:** the Clerk; five members of the public; employer's agent for Tillage Hall (Alan Lamb) Andy O'Hanlon, SCDC Arts Development Manager attended and gave an overview of his work to encourage public art from developers

The process for public art contribution resulting from the Cam Locks development on Bannold Road has started. The second meeting of the Arts Forum will take place on 14<sup>th</sup> December. A nominated parish councillor will work with Andy O'Hanlon and representatives of Morris Homes to achieve the requirement of the S.106 contribution for public art. It was agreed that Ms Kay be the nominated councillor and that nomination be reviewed at the annual meeting.

Mr S Edwards attends with reference to the recent consultation on double yellow lines.

Alan Lamb gave a presentation on the progress to date for the project to build, the tender of the preferred contractor a recommendation on how to proceed to completion and the grant application to WREN for external work.

**2009.198 Apologies:**

Mrs C Smith

**2009.199 Declarations of Interest for matters on the agenda:**

Dr Grant declared a personal interest in the accounts for payment as having a business agreement with the clerk

The Chairman reminded councillors that interests should be declared and relating to previous discussions on sensitive issues it was hoped that proper discussion could be held.

The clerk endorsed the comments of the Chairman reminding Councillors it is their responsibility to declare interests and where they are predetermined participation in a decision would risk it being invalid.

**2009.200 To approve the Minutes of the meeting held on 6<sup>th</sup> October 2009**

Mr Ball proposed, seconded by Ms Smith and agreed that the Minutes be signed. Against: 1; Abstain: 2

**2009.201 To approve the Minutes of the extraordinary meeting held on 20<sup>th</sup> October, 2009**

Mr Leeke proposed, seconded by Mrs Cornwell and agreed that the Minutes be signed. Abstain: 4.

**2009.202 Clerk's report and matters arising from the Minutes**

Terms of Reference for Recreation Facilities Committee - Membership allows for any person whom the Parish Council deem necessary can be co-opted for any time

Electricity supply to new shed – an amended estimate to include two external lights which will operate on a timer and a fuse board to both sides of the shed has been requested. An application to EDF for a supply to the shed and a temporary builders supply for the new build has been made.

Clare Close drains – Anglian Water contacted regarding materials which can not be damaged by tree roots.

Library Access Point – Additional new keys requested from school and a request made for the level of rent for next three years

Electricity use – meters to be read in new and old pavilion on 13<sup>th</sup> November

Quality Status – Presentation by Diane Baylis, CPALC, will take approximately 20 minutes. Presentation to be arranged for December or January meeting

**2009.203 To receive and consider any point relating to Health and Safety in relation to employees, equipment, properties and land**

Chattering play area – a notice has been displayed to warn of slippery surface. Mrs. Cornwell and the clerk would investigate remedial action.

Leaves on paths – the council are responsible for fallen leaves on their property. Mr Johnson would report the fallen leaves on the footpaths particularly in Chapel Close to

SCDC

The groundsman would be asked to check the surfaces in the play area

**2009.204 To receive reports and Minutes of committees:**

i. Planning Committee held on 20<sup>th</sup> October, 2009 – Circulated and noted.

**2009.205 To approve the accounts for payment:**

Mr Ball proposed, seconded by Mr Wright and agreed that the accounts as presented by paid. Abstain: 2

**2009.206 To note results of job evaluation and to approve payment of backdated amount from 1<sup>st</sup> October 2008 prior to next monthly meeting**

Job evaluation for clerk under NALC/SLCC appeals process – Agreed appropriate scale for the position to be in the range of LC2 35 – 38 as recommended by the National Joint Council for Local Government Services. Mr Wright and Dr Grant noted that the recommendation verifies the one which had been made by the employment panel in March. Mr Leeke proposed, seconded by Mr Ball that LC2 35 be applied from 1<sup>st</sup> October 2008 to 31<sup>st</sup> March 2010. Mr Wright proposed, seconded by Dr Grant amendment that LC2 35 be applied from 1<sup>st</sup> October, 2008, that LC2 36 be applied from 1<sup>st</sup> April 2009 and that the pay point is moved annually at 1<sup>st</sup> April to LC2 38. Amendment accepted and agreed.

**2009.207 To deal with planning matters which need to be disposed of before 17<sup>th</sup> November 2009:**

Mr Shaun Downey, 7 Greenside – extension, alterations and conversion of existing garage to form self contained annexe. AGREED subject to neighbours. Condition that the annexe shall not be occupied at any time other than for purposes ancillary to the residential use of the dwelling known as 7 Greenside.

S/0032/06/F: Cambridge Sports Lakes development on land between Milton and Waterbeach – SCDC Consultation on proposed Section 106 agreement and draft planning conditions. Points extracted from the documents by the Chairmen of Planning and Highways had been circulated. Councillors requested that the documents be circulated to them and that the matter be discussed further at the Planning meeting on 17<sup>th</sup> November. Mr Williamson would display the documents on the web site.

**2009.208 Community/Youth building project**

i. Notes of Community/youth task force meetings with Mr Lamb had been circulated and were noted

ii. Proposal: To accept the tender of the preferred chosen contractor in order that the project to build a new community/youth facility can be progressed to Design and Build for final tender prior to signing of a contract.

Mrs. Cornwell proposed, seconded by Mr Johnson and agreed that the proposal be accepted.

It was agreed that the Task Force of Mrs Cornwell, Dr Grant, Ms Kay, Mrs Williamson and the clerk continue in role and act in accordance with the Governance document and that a monthly report be given to the Council.

The Governance document of the Task Force would be circulated and reviewed at the December meeting of the Council

**2009.209 To consider responses to information sought as outlined in October minutes reference 180 in relation to the SW corner of the Recreation Ground adjacent to the cricket nets**

1. CCC do not have a problem with the loss of hedge in the SW corner of the recreation ground or the gap near the new shed but request that a pedestrian gate with robust self closer so that dogs cannot run from the recreation ground onto the track is installed as soon as is reasonably practical and that the hedge is renewed and/or maintained either side of the gate to restrict access to the gate only.

2. Risk assessment – circulated to councillors. Recommends that a permanent blockage should be made to the entrance in the SW corner of the recreation ground and the hedge planting continues and that consideration is given to erecting a pathway sign in the field indicating the existence of the official entrance to encourage dog-walkers to use it.

3. Cost implication – supply and installation of high mobility kissing gate: £1442

4. Consultation by way of notices erected at entrances to recreation ground – responses in addition to petition: Gap with no gate: 2; Gap: 2; No gap: 7  
Mr Ball proposed, seconded by Mr Johnson that the Council should act in accordance with CCC. Dr Grant proposed amendment, seconded by Mrs Cornwell that the insurers be consulted for advice, in relation to ignoring recommendation of risk assessment, before taking action. Amendment accepted. Vote taken to keep gap closed. For: 6; Against 5

**2009.210 To appoint councillors to attend Cambs & Peterborough Assoc. Of Local Councils AGM on 21<sup>st</sup> November**

Mr and Mrs Williamson are attending

**2009.211 To appoint councillors to attend South Cambs District Council Cabinet meeting on 25<sup>th</sup> November**

Information would be circulated to councillors who would notify the clerk if they wished to attend

**2009.212. To appoint councillors to attend South Cambs. District Council meeting on 26<sup>th</sup> November**

Information would be circulated to councillors who would notify the clerk if they wished to attend

**2009.213 To consider requests from Waterbeach Community Association**

It was agreed that Carols on the Green could be held on 24<sup>th</sup> December. A risk assessment would be requested.

It was agreed in principle that Waterbeach Community Association could hold activities on the Green, the Gault and the Recreation Ground during Feast week 2010 if the need arose. Consideration should be taken of noise levels and damage. The Public Art Forum should be approached regarding arrangements.

**2009.214 To receive reports from Councillors and officers and representatives of the Council**

**i. County Councillor**

Citi 7 bus route – any concerns regarding the changes should be sent to Mr. Williamson  
Chittering solar light – still not working

Crossing in Chapel Street – a meeting had been held with David Lines, CCC, who will be submitting estimates for the December monthly meeting.

Station car park lights – CCC are attending to defective lights. Mr Williamson would investigate additional lights for the Ely bound platform entrance.

Library – computers are not adequate to support information sent from SCDC on CD

**ii. South Cambridgeshire District Councillor**

11 Station Road – clearing or garden is ongoing. No contact has been made with the owner regarding the future of the property

Chapel Close entrance to recreation ground – no further progress regarding the kissing gate

Waddelow Road and Jubilee Close – resurfaced

Planning applications determination by SCDC Chairman's delegation – a more robust system is to be introduced which will be trialled for twelve months before being reviewed and becoming permanent.

Street lights – request support from Mr Williamson as County Councillor in getting street lights repaired when not working.

**iii. Chairman**

CPALC South Cambs Forum – subjects discussed included the planning process, standards committee and Freedom of Information

Parish Councillor training – four councillors attended the meeting at Horningsea

Bannold Road development – meeting attended at SCDC offices to discuss outstanding issues.

Sustainable Parish Energy Partnership Workshop – meeting attended. Consideration to the Council joining will be discussed at the December meeting.

Police Panel – request made that police support is maintained at an appropriate level.

**iv. Library Officer**

Various issues discussed at a meeting of volunteers. Business Plan needed for renewal of contract was circulated for comment.

Business plan and service level agreement not yet completed as rent figure from April 2010 not yet received from school

Increased interaction with school by way of additional library sessions with the reception classes is welcomed

Reduced numbers of keys available to volunteers is making access difficult for volunteers.

It was agreed that delegated approval be given to the Chairman, Vice Chairman and Chairman of Finance to sign the Service Level Agreement once the information needed is finalised.

v. **Village Plan** – no report

vi. **CPALC** – no report

vii. **Neighbourhood Watch**

Meeting held with Watch liaison officer Holly Chandler held with a number people prepared to act as co-ordinators for their neighbouring areas.

**2009.215 To receive communications to the Council as seen fit by the Chairman for presenting to the Council**

CPALC – Information pack for AGM

NALC/SLCC – Job Evaluation for Parish Clerk

Play Inspection Co. – Risk Assessment

WAY – Annual Report Meeting and Reception on 10<sup>th</sup> November

Sam Edwards – interest in co-option

Barbara Bull – interest in being co-opted with Mrs Lloyd to Recreation Facilities User’s committee.

John Sargeant – work to be carried out on Footpath 1 (Backstile footpath - Green to A10)

**2009.216 To consider correspondence between parishioner and SCDC relating to Hall Farm Stables**

Deferred to December meeting

**2009.217 To receive all other correspondence**

Cambs County Council – changes to Stagecoach and Whippet services

Cambs. County Council – Future Cambridgeshire – Response on the Regional Strategy

Cambs Playing Field Assoc.- newsletter

**2009.218 To answer questions from Councillors**

Depression in road near level crossing – advice to report on [www.fixmystreet](http://www.fixmystreet)

Station Road footway – not successful in capital budget bid but now urgent for safe access to station particularly for mobility scooter, wheelchairs and pushchairs.

**2009.219 Matters for the next agenda**

No further matters

The meeting ended at 10.10 p.m.

Chairman ..... Date .....