

# WATERBEACH PARISH COUNCIL

## Notice of Meeting

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Notice is hereby given that a meeting of Waterbeach Parish Council will be held at the Old Pavilion, Recreation Ground, Cambridge Road, Waterbeach, on Tuesday, 5<sup>th</sup> August 2014 at 7.30 p.m. and I summons you to attend for the purposes of considering and resolving the business to be transacted at the meeting as set out below.

**Please note that all open Parish Council meetings are now recorded including the open forum which precedes the formal meeting.**

Liz Jones  
Parish Clerk

### OPEN FORUM

Open Forum of fifteen minutes duration for members of the public to address Councillors. In accordance with Standing Orders (3e,f,and g), members of the public may speak for up to 3 minutes each to make representations, answer questions and give evidence in respect of the business on the meeting agenda.

It should be noted that this is not an appropriate forum in which to raise complaints about the Parish Council, which should in the first instance be directed privately to the Parish Clerk so that they can be independently investigated in accordance with the Council's complaints procedure.

### PARISH COUNCIL

Apologies for absence

### AGENDA

#### 14/32 MINUTES

To confirm the Minutes of the meetings of the Council held on 1 July 2014.

#### 14/33 MEMBERS' INTERESTS

To receive declarations from Members as to disclosable pecuniary and other interests and the nature of those interests in relation to any agenda item.

#### 14/34 PLANNING

- a. To comment on the following amended planning application(s) submitted to South Cambridgeshire District Council (SCDC):  
[S/1377/14/AD](#)  
11, Dowding Avenue, Waterbeach, Cambridge, Cambridgeshire, CB25 9LJ  
Two flagpoles and flags
- b. To consider an application for works to trees subject to a TPO at 2 Woodpecker Lane.
- c. Local Plan Examination – to discuss and agree Waterbeach Parish Council representations for the Local Plan hearings which begin on 11<sup>th</sup> September.
- d. To consider a report on the proposed **Neighbourhood Plan** and to agree the best way to circulate the information to all residents.
- e. To agree the time and agenda of the proposed **public meeting** on September 4<sup>th</sup> and who should be invited to speak.
- f. Robson Court – Community Bench proposed for Waddelow Road. The owners of Robson Court would like to donate a bench to the village at the top of Waddelow Road looking on to the High Street.

#### 14/35 REPRESENTATION ON LOCAL CHARITABLE BODIES

- i) **AMEY CESPACOMMUNITY FUND**  
To discuss and recommend the appointment of a representative from the Parish Council to the Amey Cespa Community Fund panel. Information attached.
- ii) **UNITED & TURBARY CHARITIES**  
To agree who should be the nominated representative/s of the Parish Council to become trustees of these charities for the next 4 years.  
More information about these charities can be found on the Charity Commission website <http://www.charitycommission.gov.uk/find-charities/>  
The Charity registration numbers are 201528 and 201529

#### 14/36 SKATEPARK

- i) To note that repairs to the half-pipe have taken place but that some further paint is required to complete this and the skatepark will be re-opened as soon as the work has been completed.
- ii) To receive an update from the Working Party

#### **14/37 COMMITTEES TERMS OF REFERENCE**

- a) To receive and decide whether to approve recommended revised Terms of Reference from the following: -
  - i) Planning Committee
  - ii) Finance Committee
  - iii) Employment Panel
- b) To review Terms of Reference of the Recreation User Group.

#### **14/38 FINANCE**

- a) To receive a review of figures for the year-to-date, to be reviewed in more detail in due course by the Finance Committee as that meeting date had to be postponed.
- b) To consider whether to agree expenditure on the following items, for which reports are attached: -
  - i) Improvements to disabled access ramp
  - ii) Tennis Courts
  - iii) Replacement of damaged door shutters on New Pavilion.
  - iv) Replacement Climbing net for children's play area
  - v) Signage
  - vi) New noticeboard for the cemetery
- c) To agree whether to approve the proposed Parish Council Discretion policies for the Pension Fund. It is a requirement for the Parish Council to have discretion policies and this draft document has been completed with the help and assistance of LGSS Pensions office staff. Once approved the final document is to be submitted to the LGSS.
- d) To note the decision minuted at 106/13 in the Parish Council meeting of November 2013 which states "It was confirmed that the Clerk is authorised to spend up to £1000 per transaction on necessary items of expenditure without further prior authorisation by the council" and to confirm that this includes the use of outside cover for staff absence when necessary.
- e) To authorise the new Employment Panel to look into the decisions made and expenses authorised by the Panel during the last council and report back to the parish council.
- f) To approve payment of the legal expenses bill presented to the July parish council meeting. Of the £4830.70 (exc VAT) a total of £3912.50 was attributable to the costs of the legal representatives' preparation for and appearance at the Employment Appeals Tribunal in February 2014. The remaining £918.20 was attributable to confidential employment advice received between January and March 2014 inclusive.

#### **14/39 HEALTH AND SAFETY**

- a) To note and approve the actions taken and described in the submitted report in relation to Health & Safety matters concerning mowing operations.
- b) An opportunity for Members to raise issues of which they are aware. It should be noted that issues relating to members of staff should not be raised here but should instead be reported directly to the Clerk or, if they concern the Clerk, reported to the Chair of the Parish Council.

#### **14/40 REPORTS**

To receive reports (if any) from the following –

- a. Parish Clerk
- b. County Councillor
- c. District Councillor(s)
- d. Chairman
- e. Library Officer
- f. Tree Officer

#### **14/41 ACCOUNTS**

To approve the payment of accounts for the past month as set out in the schedule.

#### **14/42 FUTURE AGENDAS**

An opportunity for Members to suggest items for inclusion in future parish council meeting agendas.

#### **14/43 EXCLUSION OF PUBLIC**

To exclude the public from the meeting because of the confidential nature of the business to be discussed.

*It is hereby resolved in accordance with section 1 (2) of the Public Bodies (Admission to Meeting) Act 1960 that as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted at the next agenda item (s) the Chairman asks that in the public interest the public and press are temporarily excluded from this meeting and herewith instructed to withdraw.*

#### **14/44 CONFIDENTIAL MATTERS**

- a) To receive a report from the Employment Panel and agree what actions to be taken.
- b) To receive a report from the Cemetery Working party and agree what actions to be taken.