

## 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, Cambridge Road, Waterbeach on Tuesday 2 February **at 7.15 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.**

Liz Jones  
Parish Clerk

### PRESENTATION

Representatives of Enterprise Property Group to provide information about a proposed planning application for land off Gibson Close Waterbeach. An opportunity for councillors to ask questions and express views.

### AGENDA

#### **15 / 218 THOSE PRESENT / APOLOGIES FOR ABSENCE**

#### **15 / 219 OPEN FORUM**

Open Forum of a maximum of fifteen minutes duration for members of the public to address Councillors. A member of the public may speak for up to 3 minutes to make representations, answer questions and give evidence at a meeting in respect of the business on the agenda (Standing orders 3e, 3f, and 3g). Anyone wishing to speak needs to be present at the beginning of the meeting. This is not a forum in which to raise complaints about the Parish Council or its staff, 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

#### **15 / 220 MINUTES**

To confirm the Minutes of the meeting of the Council held on 20 January 2016.

#### **15 / 221 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.

#### **15 / 222 ANNUAL PARISH MEETING**

To consider and, if agreed, to fix the date of the Annual Parish Meeting. Suggested date is Wednesday 4th May 2016

#### **15 / 223 CEMETERY**

To clarify the fees due in respect of the burial of children in Waterbeach Cemetery.

**15 / 224 PLANNING**

- a. To receive an update from Urban&Civic on the Development Framework workshops
- b. To consider the offer of planning support from Urban & Civic
- c. To consider whether to approve funding up to 10 hours per month for admin support to the NDP working group. Estimated cost is less than £100 per month to come from the budget allocated for the NDP.

**15 / 225 FINANCE**

- a. Internal Auditor – to consider a report from the Clerk and agree on the appointment of a new internal auditor.
- b. Banking – to consider whether to authorise the Clerk to progress new banking arrangements.

**15 / 226 CCTV**

To consider and, if agreed, to resolve to commission installation of a CCTV system with two cameras on the Old Pavilion building. Estimated cost: £1100 + Vat. Annual maintenance cost after first year: £80 + Vat.

**15 / 227 POST BOX**

To discuss and agree what to propose to Royal Mail for a new location for the post box previously situated at the Post Office.

**15 / 228 PARISH COUNCIL NOMINATED TRUSTEE FOR WATERBEACH MILITARY HERITAGE MUSEUM**

To discuss and agree who should represent the Parish council as a nominated trustee for the next three years.

**15 / 229 HEALTH AND SAFETY**

An opportunity for Members to raise general issues which concern them. Urgent issues should always be reported directly to the Clerk or the relevant authority when noticed and as soon as possible. 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 Employment Panel.

**15 / 230 OFFICER & COUNCILLOR REPORTS**

To receive reports (if any) from the Clerk, District and County Councillors, Library Officer, Tree Officer and the Chair of the Parish Council.

**15 / 231 COMMITTEE & WORKING PARTY REPORTS**

To receive reports (if any) from any Committees or Working Parties that have met since the last Parish Council meeting and which are not listed elsewhere on the agenda: - Planning, Highways, Finance, Recreation User Group, Skatepark, Emergency Plan, Toddler Playgroup, Neighbourhood Plan, Grant Funding, Cemetery, Urban & Civic.

**15 / 232 MONTHLY PAYMENTS**

To approve the payment of accounts for the past month – the schedule is circulated to councillors and is available on the Parish Council website.

**15 / 233 FUTURE AGENDAS**

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

**15 / 234 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 are herewith instructed to withdraw.*

**15 / 235 MEMBERS' INTERESTS**

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

**15 / 236 CONFIDENTIAL MINUTES**

To confirm the Confidential Minutes of the meetings of the Council held on 20 January 2016.

**15 / 237 CONFIDENTIAL MATTERS**

Matters carried over from 20 January meeting:

- a. To complete consideration of the confidential report issued by an independent panel regarding a grievance brought by an employee and to agree what action should be taken.
- b. To review a draft tender document prepared by the Parish Clerk for the outsourcing of the grounds care for the parish of Waterbeach and if agreed to approve the issuing and advertising of the tender document.