

**WATERBEACH PARISH COUNCIL**  
**Minutes of Extraordinary Meeting held on Tuesday 19 April 2011**  
**in the New Pavilion at 8.00 pm**

Present: Cllrs: A Ball, B Bull, J Cornwell, C Grant, P Johnson, N Kay, A Lloyd, J Rabbett, D Smart, C Smith, J Williamson, M Williamson (Chairman), A Wright.

In attendance: 1 member of the public and Mrs A Griffiths (LGS Services)

**1/29 Apologies for Absence**

Apologies were received from Cllr Bullivant and Cllr Howlett (work commitments)

**2/30 Declarations of Interest**

Cllr Smart declared a personal interest in item 8/36 and a personal and prejudicial interest in item 18/46 as married to an employee.

Cllr Rabbett declared a personal interest in items 5/33 and 8/36 and a personal and prejudicial interest in item 18/46 as married to an employee.

On a proposition by the Chairman, it was unanimously agreed to vary the order of business to take item 17/45 at this point in the meeting.

**17/45 To discuss matters arising from the extraordinary meeting of the Parish Council held on Tuesday January 4 2011 and consider any action to be taken**

Consideration was given to the proposal by Cllrs Grant, Smart and Cornwell

1. To follow up on results of previous EGM and advice provided by CPALC as specified in the minutes of 4 January 2011.
2. To consider appropriate actions in the light of the advice received.
3. Given the confirmation of the terms of reference of the Employment Panel, investigate why
  - A) The adjourned meeting has not been reconvened as required
  - B) The TOR have not been followed
4. Affirm that all councillors, as duly elected representatives, must conform with their declaration of office.

Consideration was also given to the background information on item 17/45 including responses to questions sent to CPALC following the meeting of 4 January 2011.

It was noted that the meeting had discussed only procedural matters and had not referred to specific instances, so the advice received was hypothetical and had not been acted upon specifically. The provisions of Standing Order 69 were clarified and it was noted that all Parish Councillors were aware of the correct procedure and the need not to act unilaterally. It was noted that where emergency action was called for, members should refer to the Chairman or the Vice-Chairman, and the matter should be brought back to the next Parish Council meeting with a proposal for ratification of any emergency action.

The need to move forward was acknowledged and the Chairman indicated his willingness to discuss any queries in order to reach a resolution. A suggestion that the Standing Orders and Terms of Reference be reviewed was made <sup>(Prop CG, 2nd JC)</sup> and Cllr Kay offered to write a paper on the legalities. The Chairman reiterated his willingness to receive any views and information on the topic and invited Councillors to share their views directly with the Chairman and Vice-Chairman only. It was agreed that all Councillors should be mindful of the undertaking signed

in their Declaration of Acceptance of Office.

It was observed that a meeting should be held to follow through on decisions previously carried forward, and agreed that a meeting of the Employment Panel should be convened before May.

**3/31 To approve minutes of the extraordinary meeting held on 5 April 2011**

After an amendment under item 2/2, to read that Cllr M Williamson “has dined” rather than “dines” at the Station, and a similar amendment in respect of Cllr Mrs J Williamson, the minutes of the extraordinary meeting held on 5 April 2011 were approved <sup>(Prop NK, 2nd CS, carried with 1 abstention)</sup> and signed by the Chairman.

**4/32 To approve minutes of the monthly meeting held on 5 April 2011**

The minutes of the monthly meeting held on 5 April 2011 were approved <sup>(Prop AW, 2nd NK, carried with 1 abstention)</sup> and signed by the Chairman. The confidential minutes of the meeting were approved <sup>(Prop PJ, 2nd JR)</sup> and signed by the Chairman.

**5/33 To receive and consider any point relating to health and safety in relation to employees, equipment, properties and land**

It was reported that youths had been building wooden ramps in the skateboard park. Cllr Ball will look into this with the Groundsman.

It was noted that people working near the highway should have the correct high visibility workwear and the Chairman undertook to take this forward.

**6/34 To approve the accounts for payment**

It was unanimously agreed <sup>(Prop JW, 2nd CS)</sup> to approve the following payments:

SCDC (Cemetery Rates) £216.50

Aviva (Insurance Premium) £6,684.16 It was noted that Sean Walker would carry out a full review of the Parish Council Cover and in the meantime it was agreed to pay the full premium which included the Tillage Hall.

**7/35 To consider the following resolutions:**

**i. THAT subject to an agreed lease, the Tillage Hall be transferred to a Charitable Trust for the social and economic wellbeing of the area** <sup>(Prop NK, 2nd CS)</sup>

The amendment <sup>(Prop AB, 2nd CG)</sup> to “that subject to an agreed lease, and the establishment of an appropriate Charitable Trust, the Tillage Hall be transferred to a Charitable Trust for the social and economic wellbeing of the area” was defeated <sup>(3 in favour, 8 against, 2 abstentions)</sup>. It was agreed that details of the vote be recorded, as follows: Voting for the amendment: Cllrs Ball, Grant, Cornwell. Voting against the amendment: Cllrs Kay, Mrs Williamson, Wright, Johnson, Lloyd, Rabbett, Smith and Bull. Abstentions: Cllrs Smart and Williamson.

Cllr Lloyd left the meeting at this point.

The proposal that subject to an agreed lease, the Tillage Hall be transferred to a Charitable Trust for the social and economic wellbeing of the area was carried <sup>(Prop NK, 2nd AW, carried with 9 in favour, 2 against and 1 abstention)</sup>.

It was agreed that the Parish Council would wish to be satisfied as to the objectives and proper constitution of the Charitable Trust before entering into any lease.

**ii. THAT Messrs Hedleys Solicitors LLP be instructed to act in this matter on behalf of the Parish Council**

It was noted that whilst a model lease was available, Messrs Hedleys would look at the specific situation and propose a form of lease, which might differ from the ACRE model, specific to the

occupation of the building for youth provision. It was agreed <sup>(Prop AB, 2nd BB, carried with 12 in favour and one abstention)</sup> to instruct Messrs Hedleys to act in this matter on behalf of the Parish Council. Cllr Lloyd rejoined the meeting during this item.

**8/36 Following a request by Mr Smart, to revoke the request by the Parish Council made in July 2010 that he exercise a general supervision of the grounds staff**

It was noted and agreed <sup>(Prop NK, 2nd CS, carried with 1 abstention)</sup> that the word “supervision” should not have been used in the request made in July 2010, which should have referred to “oversight” instead. The Chairman apologised on behalf of the Parish Council. [The request was agreed to.](#)

**9/37 To consider use of old pavilion after youth club have vacated building**

Nothing further had been heard from the Toddler and Playgroup.

**10/38 To consider maintenance tasks on the Green and Gault**

Cllr Bull reported on safety checks carried out in November and January, and outstanding maintenance issues. Cllr Ball confirmed that he had had discussions with the grounds staff and agreed to meet Cllr Bull to review the list and consider which items required specific action and which should form part of a rolling programme of maintenance. It was agreed that a system should be established and the views of other interested parties in the community should be taken into account and their contributions welcomed. It was suggested that the help of volunteers could be sought in the newsletter. The District Councillor was asked to consult the SCDC conservation officer regarding work to be carried out in conservation areas.

**11/39 To consider application, when received, of Outdoor Sports Facilities contribution from Morris Homes**

A list of landowners is to be produced and passed to the Chairman so that local adjacent landowners can be asked whether there are any opportunities for acquiring land for improvement of sporting facilities. The need to be aware of the completion of each new house by developers was noted so that the Parish Council could liaise with SCDC regarding the receipt of the S106 funding.

**12/40 To approve additional expense on office equipment and software**

Consideration was given to acquisition of another computer linked via a network to the Parish Council’s existing equipment, to enable the Clerk and Assistant Clerk to work together and also an accounting software package, backed up off site, to provide additional security. A quote for £807 for the computer and £350 per annum for the Scribe software licence was also considered. It was agreed in principle <sup>(Prop JW, 2nd PJ, carried with one abstention)</sup> to proceed with the purchase. Information currently on the Parish Council’s laptop computer will be transferred to the new computer and verified before clearing the hard disc on the laptop. Data Protection considerations are to be checked

**13/41 To approve installation of washroom dispensers and equipment in the pavilion**

A proposal to replace hand towels with hand driers, supplemented with towels in the disabled toilet, was outlined. Quotations for the installation are to be obtained and brought to a future meeting with the prices. Carried forward.

**14/42 To consider loan to Beaches Community Car Scheme**

Cllrs Wright, Johnson, and Mrs Williamson declared a personal and prejudicial interest as members of the Car Scheme but provided factual information before leaving the meeting. The current system for reimbursement of expenses claims to drivers and co-ordinators was outlined.

A request had been made for the Parish Council to increase the loan to the Car Scheme from £600 to £750 to cover the rising costs of the quarterly expenses payments to the drivers pending reimbursement by CCC at the end of the financial year. Cllr Williamson also declared a personal and prejudicial interest and left the meeting at 9.50 pm along with Cllrs Wright, Johnson and Mrs Williamson. The Vice-Chairman chaired the meeting for the rest of this item. It was unanimously agreed<sup>(Prop NK, 2nd BB)</sup> to increase the loan to the Beaches Community Car Scheme to £750. Cllrs Williamson, Mrs Williamson, Wright and Johnson rejoined the meeting.

**15/43 To consider application by Beach Social Club to extend agreed opening time of garden at rear of property**

No information had been received. It was agreed to ask the Club what their plans were. Carried forward to the next meeting.

**16/44 To consider street lighting maintenance energy options, July 1 2011 onwards**

Carried forward.

**17/45 To discuss matters arising from the extraordinary meeting of the Parish Council held on Tuesday January 4 2011 and consider any action to be taken**

Taken earlier.

**18/46 Employment matters**

At 9.54 pm, Cllr Smart, having previously declared an interest in this item, left the meeting and did not return. In accordance with in accordance with Standing Order 70, in view of the confidential nature of the business to be transacted, that is, the Council considering employment matters, the public were temporarily excluded from the meeting and were instructed to withdraw. The Minutes Secretary was invited to remain. One member of the public left the meeting.

At approximately 10.10 pm, the meeting was re-opened to the public. No members of the public returned.

**Matters for the next agenda and Closure of Meeting**

In response to a query from a member, it was indicated that the Parish Council did not have powers to donate to a charity.

It was agreed that Cllr Williamson should approach Beryl Flack informally regarding an inscription on parchment.

The next meeting will take place on 3 May 2011.

There being no further business the meeting closed at 10.12 pm.

Signed .....Chairman .....date

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