

# **WATERBEACH PARISH COUNCIL**

Minutes of a meeting of **Waterbeach Parish Council** held on 7th June 2011 at 7.30 p.m. at the New Pavilion, Cambridge Road, Waterbeach.

## **PRESENT**

Councillor N Kay, Chair

Councillors B J Bull, W Bullivant, J Cornwell, M Howlett, P Johnson, A Lloyd, J Rabbett, Mrs J Williamson, M Williamson and A Wright.

## **APOLOGIES**

Apologies for absence were received on behalf of Councillors A Ball, K Grant, C Smith and D Smart.

## **OPEN FORUM**

Prior to the commencement of the meeting, the Council was addressed on a number of issues during the Open Forum.

Questions were raised by Youth Workers and a group of young people about what they perceived to be a lack of progress in opening the Tillage Hall to enable them to transfer from the premises that they were currently using at the Old Pavilion. They were advised that a meeting was being held on the following evening between the representatives of the Parish Council and WAY when it was hoped that agreement would be reached on the equipment required to furnish the building so that an order could be placed.

A member of the public suggested that better use could be made of the notice boards in the Parish which he suggested contained little information.

A question was raised about the receipt of agenda for meetings and the possibility that a member of the Council without internet access might not have received a hard copy. Under the circumstances, Councillor Wright offered to deliver hard copies of documents to Councillor Smart.

## **35/11 MINUTES**

Upon being moved by Councillor M Williamson and seconded by Councillor Wright, the Minutes of the annual meeting held on 3rd May 2011 were signed as a correct record by the Chairman, subject to amendments to Minute No. 6 by way of the inclusion of the initial 'M' immediately prior to the word Williamson in the sections headed 'Finance Committee', 'Employment Panel' and 'Tillage Hall Management Task Force'.

Upon being moved by Councillor Johnson and seconded by Councillor Lloyd, the Minutes of an extraordinary meeting held on 23rd May 2011 were also signed as a correct

record by the Chairman, subject to the addition of the words 'Councillors Ball and Cornwell abstained from voting.' at the end of Minute No 29.

### **36/11 MEMBERS' INTERESTS**

Councillor Rabbett declared personal interests in respect of Minute Nos. 40/11 (Health & Safety – Car Park and Trackway) and 45/11 (Recreation Ground and Green) as her husband was an employee of the Council and in Minute No. 52/11(iv) (Library) as she was Chairman of the Community Association. She also declared a prejudicial interest in Minute No. 57/11 as her husband was an employee of the Council.

Councillor Wright declared personal interests in respect of Minute Nos. 39/11(ii) (Planning Applications) as he was a member of the Ely Diocesan Committee and 52/11(iv) (Library) as he was a user of the community room at the Primary School.

Councillor Mrs J Williamson declared a personal interest in respect of Minute No. 52/11(iv) (Library) as she was a governor of Waterbeach Primary School.

Councillor M Williamson declared a personal interest in respect of Minute No. 52/11(iv) (Library) as he was a governor of Waterbeach Primary School.

### **37/11 MATTERS ARISING**

The Council considered the following matters arising from the annual meeting held on 3rd May 2011:-

#### **(a) Accounts**

Further to Minute No. 11, Councillor M Williamson reminded Members that two invoices had been received for payment at the previous meeting from Pro Green and that one of the payments had been queried as the Council had been unsure of the nature of the works that the invoice had related to. It was therefore

#### **RESOLVED**

that, subject to the Acting Clerk being satisfied as to the work undertaken, the invoice submitted by Pro Green in the sum of £450 be authorised for payment.

#### **(b) Light at Chittering**

Further to Minute No. 14, it was reported that progress was being made with regard to the light at Chittering and that, subject to an appropriate bracket being delivered, this should be dealt with shortly.

### **38/11 ANNUAL PARISH MEETING**

As the minutes of the Annual Parish Meeting held on 25th May 2011 had yet to be received, consideration of any matters arising from the meeting was deferred.

## **39/11 PLANNING APPLICATIONS**

### **(a) Applications**

Members considered the following applications for planning permission, arising from which it was

### **RESOLVED**

that the following observations be submitted to South Cambridgeshire District Council:-

**(i) Felling of a lawsons cypress and a plum tree in a conservation area at 16 Chapel Street, Waterbeach.**

That consideration of the application be deferred pending the receipt of further information as to the reason for the felling proposed and the District Council requested to grant an extension of time for the submission of the Parish Council's comments.

**(ii) Felling of an ash tree in a conservation area at 8 Chapel Street, Waterbeach.**

That consideration of the application be deferred pending the receipt of further information as to the reason for the felling proposed and the District Council requested to grant an extension of time for the submission of the Parish Council's comments.

**(iii) 30% reduction and re-shaping of cherry tree in a conservation area at 4 St Andrew's Hill, Waterbeach**

That no objection be raised to the application as the works proposed were considered to be an improvement on a previous application to fell the tree.

**(iv) Single storey rear and side extension at 14 Mill Road, Waterbeach**

That no objection be raised to the application on the grounds that the proposed development would not cause any harm to neighbours.

### **(b) Decisions**

Members noted that an application for outline permission for the siting and means of access for a dwelling on land rear of 52 & 54 Way Lane, Waterbeach had been withdrawn and that planning permission had been granted for the retention of a timber sauna building at 89B Way Lane, Waterbeach.

## **40/11 HEALTH & SAFETY – CAR PARK AND TRACKWAY**

Further to Minute No. 7(xviii), reference was made to the limited amount of car parking that would be available in the car park at the Recreation Ground when usage of the facilities was at a maximum and to the inability to mark out spaces to encourage sensible parking without the car park being surfaced. It was thought that insufficient funding remained from the Tillage Hall scheme for resurfacing work to be undertaken and that under the circumstances there was little that could be done to improve the situation in the short term. With regard to the condition of the existing surface and the potential for pot holes to develop, Members suggested that the Handyman be requested to monitor the situation and report back to the Council if he considered that remedial works were required.

A question was also raised concerning the height of the hedge adjoining the car park which was obscuring visibility.

### **RESOLVED**

- (a) that the Handyman be requested to monitor the condition of the car park surface and bring to the attention to the Council the need for repair works to pot holes as appropriate; and
- (b) that the Handymen be requested to trim the hedge adjoining the car park at the appropriate time.

### **41/11 TILLAGE HALL**

Further to Minute No. 13, Members were informed that the Management Committee would be meeting representatives of WAY on the following evening to discuss the arrangements for the ordering of equipment and furniture and the opening for use of the Tillage Hall. Councillor M Williamson reported on the present position with regard to the Management Committee's progress but suggested that the committee would benefit from clear terms of reference as to the decisions that they could take.

With regard to equipment ordering, Members were informed that the cost would be met through the Cambridgeshire Community Foundation and that an assurance had been obtained from the Foundation that this would be reimbursed by the anonymous donor. It appeared that a number of equipment lists that been prepared independently and it was hoped that these could be combined at the forthcoming meeting.

Although Solicitors were proceeding with a formal lease of the premises to the new charitable trust, Members were informed that it would be some time before the document was completed. To enable the building to be used in the interim, it was felt that temporary arrangements could be entered into by way of an exchange of correspondence between the Parish Council and WAY to enable the latter to open the building for use.

With regard to fire safety at the Tillage Hall, Members' attention was drawn to the receipt of a quotation from the Parish Council's existing suppliers, Fire Safety Services, for the installation of equipment, maintenance arrangements and risk assessments prior to the building being opened for public use. It was suggested that maintenance arrangements

should be dealt with by the new charitable trust and that the fire risk assessments were best undertaken by the users.

Following further discussion, it was

#### **RESOLVED**

- (a) that the fire safety equipment in option 2 in the sum of £558.75 plus VAT be purchased from Fire Safety Services, the funding to be obtained from the Tillage Hall budget;
- (b) that, subject to confirmation being obtained by Councillor M Williamson from CCF that the costs will be met by the donor, furniture and equipment be purchased for the Tillage Hall following agreement between the Management Committee and WAY;
- (c) that terms of reference be drawn up for the future role of the Management Committee;
- (d) that WAY be permitted to occupy the building in advance of the preparation of a formal lease by way of an exchange of correspondence between them and the Parish Council; and
- (e) that the Management Committee be requested to provide regular updates on progress at meetings of the Parish Council.

#### **42/11 BOWLS CLUB - FEES**

As a result of the problems with the condition of the surface of the bowling green throughout the year, Members were informed that the Bowls Club had been unable to use a number of the rinks for some time. The Club therefore had enquired about the possibility of a reduction in the annual charge made to them by the Parish Council for the use of the facility. It was reported that following several unsuccessful attempts to sow new grass, it appeared that the situation was now improving, although it was thought possible that the Club would not have the full use of the green in the current season.

Members expressed their appreciation to the Groundsman for his efforts in growing new turf for the green and a suggestion was made that the possibility of a turf nursery should be explored.

#### **RESOLVED**

- (a) that the Bowls Club be permitted a 50% reduction in their charge by the Parish Council for the 2012 season; and
- (b) that the Groundsman be requested to report on the feasibility of the Council introducing a turf nursery.

#### **43/11 NALC POLICIES AND PROCEDURES**

Further to Minute No. 26, Councillor Lloyd suggested that it might be appropriate to re-visit the Council's policies and procedures in the light of the model documents available from NALC to ensure that they were up to date. Where necessary, the model documents would need to be customised to the needs of the Parish Council and it was

#### **RESOLVED**

that Councillors Lloyd and Mrs J Williamson be requested to obtain and customise copies of appropriate NALC policies and procedures and submit them to a future meeting for adoption by the Council.

#### **44/11 ADOPTION OF TERMS OF REFERENCE AND STANDING ORDERS**

Further to Minute No. 26, Councillor M Williamson drew attention to the issue of new model standing orders for parish councils by NALC, arising from which he offered to compare the new model with the Parish Council's existing standing orders and recommend changes where appropriate.

#### **RESOLVED**

that Councillor M Williamson be requested to submit a report on the matter to a future meeting.

#### **45/11 RECREATION GROUND AND THE GREEN**

Further to Minute No. 26, Members agreed that the necessary action had been taken and there no need for further discussion on this item.

#### **46/11 OUTDOOR PLAY EQUIPMENT**

Councillor Cornwell informed Members that she had met a number of mothers to discuss their views on play provision in the parish but this had not been progressed. However they had suggested that the children's play park would benefit from painting. Mention also was made of the need to remove a bench that had become dilapidated. Arising from a question by the Chairman, Councillor Cornwell indicated that she did not wish to be involved further in the matter.

Councillor Rabbet advised that she had also spoken to mothers who were interested in the installation of fitness equipment at various locations outdoors in the Parish or at the Recreation Ground and reference was made to a previous consultation exercise that had taken place with the residents of Winfold Road.

In the absence of information on locations and cost, Members agreed that further information was required before any decisions could be taken. Councillor Johnson offered to make inquiries with South Cambridgeshire District Council as to whether

funding from the new Community Infrastructure Levy could be used for adult play provision by parish councils and Members also referred to the possible availability of funding from other grant sources.

It was therefore

### **RESOLVED**

- (a) that Councillors Bull and Rabbett be requested to investigate and report back on the requirements in terms of outdoor play equipment in the parish; and
- (b) that the Handyman be requested to repaint the existing play equipment as appropriate and, subject to no objection from the residents who had funded the bench in the play park initially, to arrange for its removal.

### **47/11 DEDICATED BENCHES ON THE GREEN AND GAULT**

The Chairman reminded Members that the Council had previously discussed the possibility of providing a facility for the families of deceased persons to fund memorial benches in public locations in the parish. Members welcomed the opportunity for bereaved persons to commemorate relatives and friends who had passed away by providing a facility for the public to use on the Green, the Gault and roadside locations which they felt would be particularly appreciated by the elderly. It was suggested that this could be made known through the Beech News and on the notice boards in the parish so that the public were aware of the position.

The Chairman also drew attention to a request to attach a second plaque to a memorial bench in the parish to commemorate another family member to which no objection was raised by Members.

On a related subject, Members' attention was drawn to a request for a white marble headstone 26 inches in height to be provided at the cemetery.

### **RESOLVED**

- (a) that an offer by Councillor Rabbett to provide notices for the Beech News and on the notice boards be accepted, explaining the opportunity for members of the public to fund memorial benches at appropriate locations and directing enquiries to the Clerk via the Chairman;
- (b) that Councillor Johnson liaise with the family requesting a second inscription to obtain details of the preferred wording; and
- (c) that no objection be raised to the installation of the marble headstone.

### **48/11 NEW PAVILION – ELECTRICAL WORKS**

The Acting Clerk referred to a decision by the Parish Council to invite quotations for the installation of 6 hand driers and associated electrical wiring in the New Pavilion. One quotation had been received for the supply of the wiring but having regard to the price quoted, it was

## **RESOLVED**

that further enquiries be made into the cost of the wiring and hand driers for the building.

## **49/11 VILLAGE GREEN LIME TREES**

The Chairman reported that she had met the Arboricultural Officer from South Cambridgeshire District Council to discuss the condition of the lime trees on the village green. The latter had drawn attention to considerable dead wood in the trees which needed to be removed. A quotation had been received from a local tree surgery company but in view of the price quoted, it was felt that a further two companies should be requested to submit quotations with the award of the work dependent on each company's experience as well as price.

Bearing in mind that the trees were located in a conservation area, it was also agreed that enquiries be made with the District Council to ascertain whether permission was required for the works proposed.

## **50/11 IMPROVEMENTS TO FLOOD WARNING SERVICE**

The Acting Clerk reported that notice had been received from the Environment Agency that they had introduced improvements to the flood warning service for the Rivers Cam and Granta and Bin Brook with effect from 16th March 2011. The number of warning areas was being increased from 4 to 20 based on local communities at risk rather than stretches of river.

Members of the public in the area at risk in Waterbeach who were interested in accessing the Floodline recorded message service could do so by calling the quick dial number 0335144 or could register to receive warnings under the new Flood Warning Service by calling Floodline on 0854 988 1188 or on line on the Environment Agency website. The Acting Clerk indicated that he would draft a suitable notice to this effect for the notice boards in the parish.

## **51/11 INTERMENTS**

Members discussed the situation with regard to the number of spaces remaining for interments in the cemetery. Councillor Wright explained the actions that he had taken recently, as a result of which it was estimated that space was available for approximately 20 to 30 interments. Although this had provided a short term respite to the problem, he indicated that further arrangements either by way of additional land or the re-use of old graves remained a priority.

The Acting Clerk reported on a recent communication from the Defence Estates with regard to the possibility of the Parish Council renewing its interest in acquiring land within Waterbeach Barracks. Defence Estates had indicated that as the Parish Council had withdrawn from negotiations in 2005 after protracted discussions, they required the Council to meet their abortive legal costs of £2,342.62 plus VAT as a pre-requisite before they would enter into negotiations again with the Council. In addition, payment by the Council would be without any commitment on the part of Defence Estates as to whether any land would be disposed of.

With regard to an enquiry to the local Member of Parliament as to the legal position on the re-use of graves, the latter had replied to say that he was awaiting a reply from the appropriate Minister in the Ministry of Justice.

Under the circumstances, the Acting Clerk was requested to investigate the feasibility of the options open to the Council.

## **52/11 REPORTS**

The Council considered/noted reports from the following –

### **(i) County Councillor**

In his capacity as the member for the local electoral division of the County Council, Councillor M Williamson drew attention to concerns expressed by Network Rail with regard to an increasing number of the public using an unmanned rail level crossing to access allotments that had recently been provided. As a result, the company was contemplating closing the crossing which would involve a long detour via Burgess Drove which was in a poor condition.

Councillor Williamson advised that he had spoken to the County Council's Highways Division and a meeting had been arranged later in the week between Network Rail, County Highways and local residents which he would also be attending. He indicated that he would report back to a future meeting on the outcome of the discussions and it was also

### **RESOLVED**

that Councillor Wright be requested to attend the meeting on the Parish Council's behalf.

### **(ii) District Councillor**

In his capacity as the local ward member of the District Council, Councillor Johnson reported on a number of matters. He had contacted the owner of the station yard who had expressed an interest in clearing the site and using it as a car park. As a result Councillor Johnson had contacted the District Council's Planning Department who had invited the owner to submit a pre-application request.

Attention was drawn to a number of planning decisions by the District Council. It was reported that works arising from one approval had resulted in new fencing being attached to boundary fencing in the Parish Council's ownership which Members requested should be included as an agenda item on the next meeting.

Councillor Johnson also informed Members that residents of Waddelow Road, Jubilee Close and Denson Close had raised concerns about the lack of no waiting restrictions at the junction of Waddelow Road and Denson Close which he undertook to investigate further.

Finally, Councillor Johnson indicated that the conservation team at the District Council had raised no objection to the refurbishment of the wooden box surrounding the pump on the Green. Members queried whether a water supply could be reinstated to the pump but reference was made to the need for compliance with appropriate testing and quality control measures if water was to be made available for public use.

### **RESOLVED**

that the Handyman be requested to arrange for the refurbishment of the box around the pump on the Green.

#### **(iii) Chairman**

The Chairman advised that she had no specific matters to raise under this item.

#### **(iv) Library Officer**

(Councillor Johnson left the meeting at this point in the proceedings)

A lengthy report was circulated that had been prepared by Councillor Grant following a meeting that she and Councillor Ball had held with the Headmistress of the Primary School over the arrangements for the future use of the community room at the school that was occupied by WILL. In view of the nature of the issues raised, it was agreed that consideration should be deferred to the next meeting.

#### **(v) CPALC**

Councillor M Williamson indicated that he had nothing to report on this subject.

#### **(vi) Neighbourhood Watch**

Councillor Mrs J Williamson indicated that she and Councillor Bullivant were attempting to arrange a meeting with local residents.

#### **(vii) Trees**

Councillor Bullivant drew attention to a tree on District Council land at the junction of Vicarage Close and Denson Close that was obscuring a street light and it was agreed that this be brought to the attention of the District Council.

Councillor Wright also referred to a street light being obscured by tree branches near the station in Station Road and the Acting Clerk was requested to write to the owner of the land to ask that the tree be cut back.

**(viii) Wicken Vision**

Councillor Mrs J Williamson reported on a number of matters, including the establishment of two new groups in the Parish – Waterbeach Cultural Collective and the Waterbeach Initiative for Sustainable Energy.

**53/11 AUDIT OF ACCOUNTS 2010/11**

Councillor M Williamson reported that he was in the process of finalising the accounts for submission to the external auditors. He had circulated a draft of the accounts and the Annual Governance Statement which had to be completed. He suggested that the accounts needed to be scrutinised by the Finance Committee before being approved by the Council at an extraordinary meeting before the deadline of 30th June.

Attention also was drawn to difficulties currently being experienced in contacting the company that provided the internal audit service for the Parish Council. As the annual return would need to be ratified by the internal auditor before approval, it was felt necessary to make alternative arrangements if the existing auditor failed to contact the Council in time.

(Councillor Howlett left the meeting part way through the above discussion.)

**RESOLVED**

- (a) that a meeting of the Finance Committee be held on 14th June and an extraordinary meeting of the Council on 28th June to consider and approve the annual return respectively; and
- (b) that arrangements be made to obtain the assistance of another person to act as internal auditor to ratify the annual return in the event that contact cannot be made with the existing auditor in sufficient time.

**54/11 EXCLUSION OF THE PUBLIC**

**RESOLVED**

that the public be excluded from the meeting because of the confidential nature of the matters to be discussed relating to the Council's employees.

## 55/11 EMPLOYMENT MATTERS

The minutes of this item appear in the confidential section of the Council's minute book.

## 56/11 RE-ADMITTANCE OF THE PUBLIC

### RESOLVED

that the public be re-admitted to the meeting.

## 57/11 ACCOUNTS

A schedule of accounts was submitted for payment arising from which questions were raised about the size of the account from The Fuelcard Company for the supply of fuel and the invoice from Thurlow Nunn Standen Ltd for vehicle repairs. With regard to the latter, the Acting Clerk was requested to obtain a further breakdown from the company of the work undertaken before issuing the cheque for payment.

Subject to the above it was

### RESOLVED

(a) that the following accounts be approved:-

		£
The Fuelcard Company (UK) Ltd	Fuel (paid by direct debit)	276.64
St Mary's Surgery	Medical report for employee	60.00
Sherriff Amenity	Grounds maintenance materials	872.30
E.ON	Electricity supply to Parish Council office (paid by direct debit)	82.00
E.ON	Electricity supply to plot, village green (paid by direct debit)	7.31
E.ON	Electricity supply to Recreation Ground (paid by direct debit)	126.76
Promotional Books	Books for summer reading campaign	386.00
R Pinion	Reimbursement for parts	9.01
Thurlow Nunn Standen Ltd.	Vehicle repairs	822.94
CSA	Toiletries	193.56

Panks Pumps	Final invoice for supply & installation of new valve box	314.40
Mackays of Cambridge Ltd.	Miscellaneous supplies	75.44
Mackays of Cambridge Ltd.	Key tags	11.22
John Pollard	Repair of Pavilion clock & weathervane	693.60
John Pollard	Grind off padlock, Clare Close	30.00
Mrs B Bull	Reimbursement – Payment to Autozone for number plate & fire extinguisher	39.84
The Information Commissioner	Renewal of data controller registration	35.00

(b) that payment of the following invoice prior to the meeting be endorsed:-

DVLA	Vehicle registration	55.00
------	----------------------	-------

(Note: The payments relating to the salaries of employees, etc. appear in the confidential section of the Council's minute book.)

(Councillor Cornwell requested that it be recorded that she had abstained from voting on the approval of the accounts.)

**58/11 CAMBRIDGE SPORTS LAKES TRUST –DEVELOPMENT ON LAND BETWEEN MILTON AND WATERBEACH**

The Acting Clerk drew attention to correspondence received from South Cambridgeshire District Council offering a final opportunity to comment on further revisions drafted by them to the planning conditions and S106 Agreement in respect of the development of land between Milton and Waterbeach by Cambridge Sports Lakes Trust. Members were informed that the amendments appeared to be minor in nature and of limited significance.

However Members were reminded that the S106 Agreement provided for the establishment of a forum for consultation on future major events, environmental matters and public rights of way. The Parish Council would be entitled under the agreement to appoint a representative to the body.

**RESOLVED**

that no further comments be raised in respect of the documents.

**59/11 WATERBEACH COMMUNITY PLAYGROUP – FUN DAY**

A request was submitted from Waterbeach Community Playgroup for permission to use the recreation field for a Playgroup Fun Day on 16th July from 9.00 a.m. to 2.00 p.m. A similar event had taken place in 2009 and the Playgroup had given assurances as to risk assessments, supervision, and clearance of the site of litter etc. at the conclusion of the event.

**RESOLVED**

that the request be approved, subject to suitable conditions to be complied with by the Playgroup.

**60/11 PROPOSED PROHIBITION OF WAITING RESTRICTIONS**

The Clerk reported upon the receipt of an invitation from the County Council to comment on the making of a prohibition of waiting order for various parts of Lode Avenue, Station Road, Greenside (East) and Bannold Road. As the order would implement a request for the restrictions by the Parish Council, Members

**RESOLVED**

that no objections be made to the proposed parking restrictions but the County Council be requested to include a 30 minute waiting restriction in the lay-by on Chapel Street (opposite the Village Stores) as previously requested by the Parish Council.

There being no further business, the meeting was declared closed at 10.45 p.m.

**Chairman**