

# **WATERBEACH PARISH COUNCIL**

Minutes of a meeting of **Waterbeach Parish Council** held on 6th September 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, D Smart, C Smith, Mrs J Williamson, M Williamson and A Wright.

## **APOLOGIES**

Apologies for absence were received on behalf of Councillors A Ball and K Grant and District Councillor J Hockney

## **OPEN FORUM**

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

Arising from the consideration of planning application S/0329/11 for a change of access, extension of hours and change of use of buildings at Chear Fen Farm, Willow Grange, Ely Road, Chittering, representatives of Cambridge Gun Club provided further details with regard to the application in terms of the additional hours sought. They explained that the existing access would be closed if permission was granted for a new access, that the permission sought for the change of use was largely retrospective and that the District Council's Environmental Health Section had not considered that a noise assessment was necessary.

The former Clerk of the Council asked a number of questions that were answered by the Chairman and also deposited a bundle of Council documentation and discs which she alleged had been left in the former office when it had been vacated by the Council.

## **114/11 MINUTES**

Upon being moved by Councillor Wright and seconded by Councillor Mrs J Williamson, the Minutes of the meeting held on 2nd August 2011 were approved as a correct record and signed by the Chairman, subject to, in the third line of Minute No. 98/11 entitled 'Access Road to Groundsman's Store, the insertion of a full stop in place of a comma after the word 'privately' and the deletion of the words 'the occupier of which' and their replacement by the words 'The County Council'.

Upon being moved by Councillor Wright and seconded by Councillor Mrs J Williamson, the Minutes of the meeting held on 9th August 2011 were approved as a correct record and signed by the Chairman.

On the subject of meeting arrangements, Councillor Cornwell complained that agenda for meetings of the Council had not been displayed on the Parish Council's notice board in Chittering for some months. Although she lived in the village, she indicated that she was not prepared to print off a copy of the agenda and display it on the notice board. As a result the Chairman and Acting Clerk indicated that they would investigate alternative ways of arranging for the agenda to be displayed.

### **115/11 MEMBERS' INTERESTS**

Councillor M Williamson declared personal interests in respect of Minute Nos. 119/11 (Tillage Hall) as a member of the Friends of the Tillage Hall and 122/11 (Dog Fouling at Town Holt) as Chairman of the trustees who owned the land.

Councillor Smart declared a personal interest in respect of Minute No. 132/11 as the recipient of one of the payments.

Councillor Cornwell declared personal interests in respect of Minute Nos. 118/11(a)(ii) and (iii) as she was a personal acquaintance of the applicants.

Councillor Rabbett declared personal interests in respect of Minute Nos. 121/11 (Cemetery), 123/11 (Purchase of Supplies), 124/11 (Chittering Playground) and a prejudicial interest in Minute No 132/11 (Accounts) as her husband was an employee of the Parish Council. She also declared a personal interest in Minute No. 129/11 (Requests to Use Recreation Ground) as the Chairman of the Community Association.

### **116/11 HIGHWAYS COMMITTEE**

Councillor Wright explained the recommendations of the Highways Committee arising from the meeting held on 9th August 2011.

With regard to the question of traffic calming measures and safety features in Chapel Street, a sketch had been prepared by the County Council showing two mini roundabouts, together with a pedestrian build-out and slow signs on the carriageway at the village stores. It was the view of the Committee that the mini roundabout at the St Andrew's Hill junction was unnecessary at the moment but the remainder of the works were recommended at an estimated cost of £41,000 which would need to be funded by the Parish Council.

With regard to a feature to slow traffic at the entrance to Waterbeach in Car Dyke Road, Members were informed that the Committee had decided that a gate feature would not have the desired effect and that a 'Give Way to Oncoming Traffic' arrangement was likely to be more effective. It was thought that the cost of a feature of this nature was £20,000. The Acting Clerk drew attention to correspondence from the County Council indicating that they now had funding available to undertake small scale schemes of up to £5,000, subject to a Parish Council contribution, and enquiring whether the Parish Council wished to continue with the idea of a gated feature in Car Dyke Road.

Having regard to the cost of the proposed changes, Members noted that this would have to be met by the Parish Council. In view of the scale of the expenditure involved, it was acknowledged that this would need to be discussed when the budget was prepared for 2012/13 but, in the interim, Members expressed their support for the improvements to enable the County Council to draw up the schemes and prepare detailed costings.

With regard to the situation in relation to no waiting restrictions, the Committee had suggested that these should be introduced in Waddelow Road and Denson Close. Mention also was made of the recent resurfacing works that had taken place in the village and the need to repaint double yellow lines where necessary and in other places where the lines had faded.

## **RESOLVED**

- (a) that the Minutes of the meeting of the Highways Committee held on 9th August 2011 be received;
- (b) that the County Council be requested to prepare detailed schemes and costs for the proposed safety scheme in Chapel Street, excluding the mini roundabout at the junction with St Andrew's Hill, and for a 'Give Way to Oncoming Traffic' feature in Car Dyke Road;
- (c) that no further action be taken with regard to a gated feature at the entrance to the village in Car Dyke Road;
- (d) that the proposal for no waiting restrictions in Waddelow Road and Denson Close be supported and the Chairman of the Committee requested to pursue with the County Council the re-painting of double yellow lines where these had faded or the carriageway had been resurfaced;
- (e) that Committees be requested to submit any proposals for expenditure for consideration as part of the budget preparation exercise for 2012/13; and
- (f) that Councillor Cornwell be appointed to the Highways Committee.

## **117/11 PLANNING COMMITTEE**

Councillor Cornwell drew attention to a letter that she had sent to the Acting Clerk explaining that she had not attended the meeting of the Planning Committee held on 16th August 2011 as a result of a conversation with the Chairman earlier that day who had been under the mistaken impression that the Acting Clerk was on holiday and that the plans would not be available for consideration. The Chairman replied that a simple misunderstanding had occurred and that as a result the meeting had proceeded as planned.

## **RESOLVED**

- that the minutes of the meeting of the Planning Committee held on 16th August 2011 be received.

## 118/11 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) **S/0329/11 Chear Fen Farm, Willow Grange, Ely Road, Chittering – Change to access and extension of hours of operation of use of land as clay pigeon shooting ground, change of use of agricultural building to clubhouse, toilet block, storage containers, scaffolding towers, bunds, fencing and pathways**

That arising from the explanations provided by the applicant during the Open Forum prior to the meeting, the application be recommended for approval.

- (ii) **S/1535/11 Denny Lodge Business Park, Ely Road, Chittering – Erection of 3 small (15m to hub) wind turbines**

That the District Council be recommended to refuse the application on the grounds that the proposed turbines would be visually intrusive in the rural landscape and would adversely affect the setting of the nearby Denny Abbey, a grade 1 listed building and scheduled ancient monument.

- (iii) **S/1641/11 Causeway Villa, School Lane, Chittering – Removal of agricultural occupancy restriction (condition 1 of planning permission C/67/18)**

That the District Council be recommended to approve the application.

- (iv) **S/1666/11 87 Cambridge Road – First floor side and rear extension**

That the District Council be recommended to approve the application, subject to no objections from neighbours and to all construction materials being stored off the highway.

- (v) **S/1492/11 Waterbeach Lodge, Ely Road – Amendment of description of development to include the temporary retention of the existing 1950s former dwelling as a site office during construction**

That the District Council be recommended to approve the application, subject to the removal of the dwelling on completion of the development.

- (vi) **S/1589/11 Cambridge Research Park, Beach Drive, Landbeach – Renewal of planning permission S/1398/06/F to extend the period for the submission of reserved matters to allow for a further period of 3 years on plots 3000, 4000, 5300, 5400, 6000 and 8000.**

That the District Council be recommended to approve the application.

**(b) Decisions**

Members noted that the following application for planning permission had been granted by the District Council:-

- (i) S/0908/11 14 Mill Road – Single storey rear and side extension.

**119/11 TILLAGE HALL**

Further to Minute No. 93/11, a report was submitted by the Acting Clerk following a meeting with representatives of WREN and WAY attended by the Chairman and Councillor M Williamson on 1st September 2011.

Members were informed that those present at the meeting had been very impressed with the new facilities provided at the Tillage Hall and complementary of the efforts of the Building Committee. WAY had now started using the building and WREN were anxious for the general public also to be allowed to use the building as soon as possible.

In response to a question, Councillor M Williamson advised that the Booking Secretary had contacted Cambridgeshire Community Foundation with regard to funding for the building to be equipped for public use. He indicated that he understood that CCF would make funding necessary to purchase the minimum required to open the building and had suggested that the need for any further equipment be assessed in the light of experience when the building was being used.

The Acting Clerk also drew attention to a request that had been received for additional grant from WAY to replace funding that had been cut by the County Council and the Government which, in view of the scale of the support requested, he indicated that he would include on the agenda for the next meeting of the Council. With regard to payment of an amount of £2,000 included in the budget by way of a contribution to WAY, Members asked that this also be considered at the next meeting.

Following discussion, it was

**RESOLVED**

- (a) that the Licence to Occupy the Tillage Hall signed with WAY be extended for a further period of 3 months to the end of December or until the completion of the lease with the Trustees;
- (b) that a Licence to Occupy the building be entered into with the Friends of the Tillage Hall until the end of December;

- (c) that the Friends be invited to complete the internal furnishing of the hall and to open the hall for public use;
- (d) that any action to improve the acoustics of the building and to install fixed audio visual equipment be deferred pending the benefit of experience of the usage of the building by the public;
- (e) that external CCTV be fitted with an internal monitor and recording system;
- (f) that responsibility for the cost of the BT line and broadband be transferred to the Trustees on completion of the lease;
- (g) that with the imminent opening of the building, the Building Committee comprising Councillors Ball, Cornwell, Grant and Mrs Williamson be thanked for their hard work and the success of the project and the Committee now be wound up;
- (h) that enquiries continue to be made to try to resolve the issue with regard to the cable ducting from the New Pavilion;
- (i) that efforts be made to expedite the signing of the lease with the new Trust and that the Acting Clerk, after consultation with the Chairman and Vice Chairman, be authorised to act on the Council's behalf with the Solicitors; and
- (j) that consideration be given to an official opening of the Tillage Hall to which Mr A Loades of the County Council be invited as a result of his help in the project, and an item be included on the agenda for the next meeting to discuss the arrangements.

## **120/11 SOLAR FARM AT CHITTERING**

Councillor Cornwell requested an update on the possibility of support from the solar farm at Chittering towards the installation of solar panels at the Tillage Hall.

The Acting Clerk reported that the only e-mail exchanges between the Parish Council and the developer on the subject had taken place before the end of 2010 and had not contained any definite expression of support. As a result the Acting Clerk reported that he had spoken to the agent for the developer who had advised that only 20% of the solar farm had been completed as a result of a cut in Government grant for solar power installations. The developer was therefore not in a position to assist in providing solar panels at the Tillage Hall, although they were prepared to investigate this further if the remainder of the solar farm was completed in the future.

However Councillor M Williamson advised that the possibility of community benefit for the Tillage Hall had influenced the Members of the South Cambridgeshire District Council's Planning Committee when planning permission had been granted for the

development, although this had not been included in a Section 106 Agreement. Consequently the Acting Clerk was requested to contact the District Council to obtain further information on the mention of the offer of community benefit.

## **121/11 CEMETERY**

Members discussed a number of matters relating to the cemetery.

Arising from a request from a resident of the Parish for the purchase of two cremation plots side by side, Councillor Wright advised that this complied with the current policy and no objection was raised by Members. Similarly, at the request of Councillor Wright, Members reiterated the present policy whereby the reservation of grave spaces would be restricted to persons following the death of a partner.

Attention was drawn to a request by a funeral director for the repair of ruts in the roadway leading to the cemetery. Although the roadway had been used for access to the cemetery for many years, it was suggested by Members that this was owned by the Ministry of Defence who were thought to be unlikely to carry out repairs. As a result, it was suggested that these could be undertaken by the Council's grounds staff.

Councillor Bull drew attention to the unsightly appearance of the gravel heap at the end of the access road and area near the lych gate which was being used for the deposit of rubbish and dog waste by visitors to the cemetery and dog walkers. She suggested that the area should be cleared, a hard standing provided near the lych gate and a bin for dog waste installed. Members also suggested that the possibility of using the material in the gravel heap to repair the roadway be explored.

Councillor Bull also suggested the installation of matting and gravel on the cemetery paths to eliminate the problem of weed control. Councillor Wright also referred to the need for the paths to be sprayed for weed control and for them to be re-marked where necessary.

Finally, Councillor Bull suggested that a signed contract be required for all new grave spaces to avoid any uncertainty and future potential disagreements over compliance with the cemetery terms and conditions.

### **RESOLVED**

- (a) that the Council's employees be requested to undertake the necessary repairs to the cemetery access roadway and to use material from the spoil heap at the end of the roadway if this was found to be suitable;
- (b) that estimates be obtained for the removal of the rubbish near the lych gate and the spoil heap at the end of the access road and for the installation of a hard standing near the lych gate;
- (c) that a dog waste bin be purchased for installation near the lych gate;

- (d) that the paths at the cemetery be sprayed with weed killer as a matter of urgency and a programme prepared for consideration for the improvement of the paths; and
- (e) that the Acting Clerk be requested to submit a draft contract for the purchase of grave spaces for consideration at a future meeting.

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

### **122/11 DOG FOULING AT TOWN HOLT**

Members' attention was drawn to a request by a tenant of land at Town Holt for the installation of a bin for dog waste for use by owners who walked their pets on the public footpath crossing the land.

The Acting Clerk suggested that caution be exercised by the Council to avoid a precedent being created for the installation of bins on private land elsewhere in the Parish that were crossed by public footpaths. As the land involved was in private ownership but had the benefit of public access to the footpath, Councillor M Williamson undertook to ask the County Council's Countryside Access Section if they would confirm the legal position with regard to responsibility for any clearance action.

### **123/11 PURCHASE OF SUPPLIES**

The Acting Clerk reported that grass seed, fertiliser, moss control, weed killer, top dressing and loam had been purchase for the autumn treatment of the recreation ground, bowls green and pitches. Although it had been intended to seek Council approval of the purchases in view of the cost involved, the Acting Clerk advised that due to a misunderstanding, this had already been ordered and delivered. Members were advised that there was sufficient money in the budget for the supplies that had been obtained.

To avoid the need for the Groundsman and Handyman to use their personal mobile phones on Council business and prevent them from being called outside work hours, the Acting Clerk suggested that the Council purchase a 'pay as you go' mobile phone for use by the grounds staff on Council business.

Arising from the extent of the repairs that had been necessary to the grounds maintenance equipment owned by the Council during the current financial year, the Acting Clerk suggested the preparation of an inventory of machinery and equipment and a programme of replacement/purchases for consideration as part of the budget process for 2012/13 and future years.

It was therefore

### **RESOLVED**

- (a) that a 'pay as you go' mobile phone be purchased for use by the grounds staff on Council business; and

- (b) that the Groundsman be requested to prepare a schedule of machinery and equipment owned by the Council and the likely date and cost of their replacement for consideration during the budgetary control process for 2012/13.

(Councillor Lloyd left the meeting at this point in the proceedings.)

#### **124/11 CHITTERING PLAYGROUND**

Councillor Cornwell drew attention to the action of the owner of the mobile home park at the rear of the playground in Chittering who had installed a fence on the boundary which had been nailed to the Council's perimeter fence without any new supporting posts. In addition a post box had been attached to the Council's boundary wall near the entrance to the mobile home park.

As the work had been undertaken without permission and the new fence was likely to lead to a deterioration in the condition of the Council's existing fence, it was

#### **RESOLVED**

that the Acting Clerk be requested to contact the owner of the mobile home park to express the Council's concern at his actions and to ask him to take the necessary remedial action

#### **125/11 CAMBRIDGESHIRE STREET LIGHTING PFI PROJECT**

Arising from the transfer of responsibility for street lighting maintenance by the County Council to Balfour Beatty, the Acting Clerk reported that the company had invited the Parish Council to determine the standard of service required for the lights owned by the Council under the contract. Details of the two options open to the Parish Council at an annual cost of either £18.98 or £20.05 per light were explained, as a result of which it was

#### **RESOLVED**

that Balfour Beatty be requested to provide the enhanced standard of service at £20.05 per light having regard to the additional benefits provided under this option.

#### **126/11 PARISH PATHS PARTNERSHIP GRANT**

Following consideration of an invitation from the County Council to join the parish paths partnership scheme in the current year, for which a grant of £100 would be made available from South Cambridgeshire District Council towards work on footpaths in the Parish, it was

#### **RESOLVED**

that the Parish Council join the scheme in the current year.

### **127/11 WATERBEACH INITIATIVE FOR SUSTAINABLE ENERGY**

Councillor Mrs J Williamson submitted a request by WISE for the Parish Council to act as the holder of any funds obtained by the organisation by way of grants to avoid the necessity of having to open a bank account for the small sums of money likely to be involved.

The Chairman pointed out that the Parish Council already acted on behalf of WILL in this respect and the Acting Clerk drew attention to the difficulty in maintaining earmarked accounts for different organisations. Arising from further discussion, it was suggested that as any grants that the organisation were likely to receive would originate from the Community Association or the Parish Council it might be possible for WISE to be paid in instalments as necessary which might avoid the necessity for a bank account.

### **128/11 SOUTH CAMBRIDGESHIRE PARISH LIAISON MEETING**

#### **RESOLVED**

that the Parish Council be represented by the Chairman and Vice Chairman at a parish council liaison meeting hosted by South Cambridgeshire District Council on 28th September at South Cambridgeshire Hall, Cambourne.

### **129/11 REQUESTS TO USE RECREATION GROUND**

Members considered a request for the use of the Recreation Ground by the Community Association for a Jubilee Lunch by members of the community on 3rd June 2012 to commemorate the Diamond Jubilee of HM The Queen.

A request to use either the Recreation Ground or the Green for practices and demonstrations of battlefield and historical re-enactments was submitted by a local medieval recreation group who were seeking to relocate from Newmarket to Waterbeach.

#### **RESOLVED**

- (a) that the request by the Community Association be approved; and
- (b) that further information be obtained from the medieval recreation group as to the extent of the area required, the frequency of use etc.

### **130/11 HEALTH AND SAFETY**

A number of issues were raised by Members concerning the cutting of hedges, arising from which the Acting Clerk explained that a new hedge cutter had only recently been purchased which would enable the hedge at the Waterbeach playground to be cut. With

regard to an overgrown hedge opposite the fish and chip shop in the village, Councillor M Williamson offered to report this to the local Highways Supervisor.

Arising from a suggestion that signs be displayed on the highway when the grounds staff were cutting grass nearby, the Acting Clerk was asked to obtain details of the costs involved.

## **131/11 REPORTS**

The Council considered/noted reports from the following –

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

Councillor M Williamson reported that the coffee seller was still experiencing problems with the tenant of the former station goods yard (Minute No. 106/11 refers), as a result of which he intended to visit her on the following day to try to assist in resolving the problem.

As a result of the discussion at the meeting held on 5th July with regard to the blocking of the footpaths on the Green by the funfair (Minute No. 72/11 refers), Councillor M Williamson suggested that this be included on the agenda for discussion at the next meeting to establish the Council's position prior to the annual visit by the funfair in 2012 and its use for other events.

### **(ii) C&PALC**

Councillor M Williamson advised that a meeting of CPALC was scheduled to be held in the following week.

### **(iii) Neighbourhood Watch**

Councillor Mrs J Williamson reported that a meeting of the Police Neighbourhood Panel would be held in October.

### **(iv) Trees**

The Chairman reported that quotations were being obtained for the maintenance of the trees on the Green and the Acting Clerk advised that he would ask the grounds staff to re-attach a support to a tree on the Gault and carry out any necessary work to the trees in the orchard.

### **(v) Other Reports**

No reports were submitted by District Councillors, the Chairman, Library Officer or Wicken Vision.

## 132/11 ACCOUNTS

(Having declared a prejudicial interest in Minute No. 90/11 above, Councillor Mrs Rabbett left the meeting at this point in the proceedings.)

### RESOLVED

that the following accounts be approved:-

		£
Thurlow Nunn Standen	Bearing assembly	33.14
Thurlow Nunn Standen	Side glass for tractor	110.40
Thurlow Nunn Standen	Wiper blade	5.44
Thurlow Nunn Standen	Tyre	130.02
Berrycroft Stores Ltd.	Brite Line	39.00
Anglia Sprayers Ltd	Triplet dry boom	14.74
CSA	Air freshener	28.80
CSA	Miscellaneous cleaning materials	53.70
Mark Weatherhead	Replacement tractor seat	192.06
Girton Feast Week	Secretarial support by Mr R Stone at grievance panel hearing in June	76.40
(In place of payment to Mr Stone of £100 approved at the meeting held on 2nd August (Minute No. 109/11 refers.))		
M Carr	Reimbursement for receipt book purchase	51.78
M Carr	Mileage	20.40
C Rabbett	Reimbursement for fuel purchase	191.38
R Pinion	Reimbursement for purchase of bolt and key	2.96
Mr D Smart	Rent of portacabin from 1/4/11 to 22/7/11	960.00
Sherriff Amenity	Grounds maintenance materials	334.54
Silvermans	Office furniture	1,363.20

### **133/11 EXCLUSION OF THE PUBLIC**

#### **RESOLVED**

that the public be excluded from the meeting because of the confidential nature of the payments to be made to employees.

(In leaving the meeting, the former Clerk announced her intention to remove the Council documentation and discs that she had brought to the meeting and referred to in the Open Forum.)

### **134/11 CONFIDENTIAL PAYMENTS**

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

There being no further business, the meeting was declared closed at 10.20 p.m.

**Chairman**

UNAPPROVED