

## **WATERBEACH PARISH COUNCIL**

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

(Councillor Johnson left the meeting at 9.00 p.m.)

### **APOLOGIES**

Apologies for absence were received on behalf of Councillors C Grant, A Lloyd and C Smith.

### **OPEN FORUM**

Prior to the meeting the Council was addressed by members of the public.

Firstly, a representative of the Waterbeach Day Centre informed the Council that the organisation had had their grant halved for the past two years and that they would not receive a grant for the forthcoming year. They asked if the Parish Council would consider giving a donation towards the Centre which had been running for 27 years. Their original grant had been £3000 and then halved to £1500. It was suggested to the Day Care's representative that the organisation submit a formal application for assistance from the Parish Council.

Secondly, two residents who lived adjacent to the proposed traffic calming scheme in Chapel Close indicated that they wished to make representations about the proposed scheme following the article in the Parish Council newsletter and they were invited to send their comments to the Council.

### **181/11 MINUTES**

Upon being moved by Councillor Bull and seconded by Councillor Mrs J Williamson, the Minutes of the meeting held on 1st November 2011 were approved as a correct record and signed by the Chairman.

### **182/11 MEMBERS' INTERESTS**

Councillor D Smart declared a prejudicial interest in respect of Minute 203/11 (Legal Challenge)

Councillors M and Mrs J Williamson declared prejudicial interests in respect of Minute 189/11 (Hire of Community Room – Will)

Councillors M Howlett and P Johnson declared personal interests in respect of Minute 185/11 (Planning)

Councillor J Rabbett declared a personal interest in respect of Minute 187/11 (Letting of Open Spaces) as the Chairman of the Community Association and a prejudicial interest in Minute No 202/11 (Accounts) as her husband was an employee of the Parish Council.

### **183/11 HIGHWAYS COMMITTEE**

#### **RESOLVED**

that the minutes of the meeting of the Highways Committee held on 8th November 2011 be received.

### **184/11 PLANNING COMMITTEE**

#### **RESOLVED**

that the minutes of the meeting of the Planning Committee held on 15th November 2011 be received.

### **185/11 PLANNING APPLICATIONS**

Members considered the following applications for planning permission, as a result of which it was:-

#### **RESOLVED**

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

- (i) S/2094/11 28A High Street – Part demolition of barn and construction of 1 bedroom house

That the District Council be recommended to approve the application, subject to no adverse comments from neighbours and to all builders' vehicles and materials being stored on site.

- (ii) S/2212/11 26 Payton Way – Two storey side extension

That the District Council be recommended to approve the application, subject to no adverse comments from neighbours and to all builders' vehicles and materials being stored on site.

- (iii) S/2239/11 25 Pieces Terrace – Replacement single storey extension

That the District Council be recommended to approve the application, subject to no adverse comments from neighbours and to all builders' vehicles and materials being stored on site.

- (iv) S/2291/11 Land to the north of 43 Rosemary Road – Dwelling

That the District Council be recommended to refuse the application on the grounds that no footpath exists, the carriageway of Rosemary Road is very narrow, there is no provision for a car parking space at the property and no off road parking for visitors.

- (b) that the approval of the following planning applications by South Cambridgeshire District Council be noted:-
- (i) S/1883/11 64A Cambridge Road – Erection of triple garage
  - (ii) S/1897/11 64A Cambridge Road – Two storey side extension and alterations
- (c) that the refusal of the following planning application by South Cambridgeshire District Council be noted:-
- (iii) S/1926/11 The Travellers Rest, Ely Road, Chittering - Variation of condition 2 of S/1446/73/F for the temporary siting of static mobile home to serve as warden's accommodation for a period of three years and the extension of use of the caravan site season by two months from March 1st through to October 31st.

### **186/11 TILLAGE HALL**

Further to Minute No. 167/11, Members noted that the work to the exterior lights at the Tillage Hall had been completed. It was also reported that the pro bono lawyer at Taylor Vinters, Solicitors, would be advising on the format of the lease to the trustees.

Members were informed that the Tillage Hall was now being let to other parties as well as WAY. It was also reported that the internal shutters could be pushed in and it was suggested that their use be highlighted on the letting agreement.

### **187/11 LETTING OF OPEN SPACES**

In order to regularise usage of the open spaces in the Council's ownership, a pro forma application form and terms and conditions for their use had been prepared by the Acting Clerk for consideration. Members were also invited to consider the level of charges to be made for various categories of user.

Members had no objection to the proposals and it was

### **RESOLVED**

- (a) that the application form and terms and conditions be approved for the hire of open spaces in the Council's ownership; and
- (b) that consideration of the charges for the use of the land be referred to the Finance Committee for determination.

### **188/11 REQUEST FOR VISIT BY CIRCUS**

Members considered a request by Pinders Circus to visit Waterbeach from 2nd to 4th April 2012 inclusive to hold a circus that comprised human acts only.

**RESOLVED**

that the request be approved, subject to the circus providing a list of councils in whose areas they had performed and to the receipt of satisfactory references, a risk assessment and a copy of their public liability insurance.

**189/11 HIRE OF COMMUNITY ROOM – WILL**

(Having declared a prejudicial interest in Minute No. 182/11 Councillors M and Mrs J Williamson left the room and took no part in the discussion on the following item.)

Further to Minute No. 152/11(iv), Members were informed that the Vice Chairman and the Acting Clerk had met the Head Teacher of Waterbeach Community Primary School to discuss the use of the community room at the school by Waterbeach Independent Lending Library.

Notwithstanding the period of time that the room had been used for this purpose, a formal agreement had not been prepared previously and Members' attention was drawn to a draft licence to occupy that had been prepared by the Acting Clerk. A copy had been sent to the Head Teacher but comments had yet to be received. It was also pointed out to Members that the licence made provision for WILL to be a party to the agreement since they were the users of the room and it would be difficult for the Council to enter into an agreement on their behalf.

Members had no objection in principle to the licence, subject to the title of the agreement referring to the room as a community room as opposed to a classroom, but it was

**RESOLVED**

that clarification be obtained from the school on the proposed reimbursement of fees and their comments generally.

**190/11 CAMBRIDGESHIRE POLICE AUTHORITY**

Members' attention was drawn to a request from the Police Authority for views as to whether the offer of a one-off additional grant from the Government should be accepted as opposed to an increase in Council Tax precept for 2012/13. However it was

**RESOLVED**

that the Parish Council not comment formally but invites Members to respond individually if they so wish.

**191/11 HOUSING STRATEGY**

Following consideration of an invitation from South Cambridgeshire District Council to comment on the formulation of its Housing Strategy by completing a questionnaire that had been circulated, it was

**RESOLVED**

that Councillor J Williamson be authorised to complete the form for approval by the Council at the next meeting

**192/11 PARISH PLAN**

Councillor Mrs Williamson queried the present position with regard to the preparation of a Parish Plan for Waterbeach. Members agreed to consider updating the Parish Plan using the existing data and Councillor J Williamson indicated that she would try to locate a copy.

**193/11 FUNDING FOR HIGHWAY IMPROVEMENTS**

Members were informed that the County Council had invited bids for funding for local highway improvement schemes of up to £10,000 in value for 2012/13. Applicants would be expected to contribute 10% of the cost of any bid that was successful.

**RESOLVED**

that an application be made for funding under the scheme.

**194/11 JIGSAW CAMBRIDGESHIRE**

Members' attention was drawn to information received from the County Council that a successful Heritage Lottery Fund bid had been made which had enabled the establishment of a community archaeological initiative in Cambridgeshire.

**195/11 WAY**

Further to Minute No. 138/11, Members were reminded that they had agreed to review the financial position of WAY at their meeting in December. However it was

**RESOLVED**

that consideration be referred to the next meeting of the Finance Committee.

**196/11 CALENDAR OF MEETINGS**

A report was submitted that had been prepared by the Acting Clerk with regard to the calendar of meetings of the Council and its committees until the end of the municipal year 2012/13. Attention also had been drawn to the volume of meetings that were held by the Council and the format of some of the committees.

Having regard to the fact that the next meeting of the Council was scheduled to be held on 3rd January which followed closely after the New Year break and would involve the despatch of the agenda in Christmas week, it was

### **RESOLVED**

- (a) that the next meeting of the Council be held on 10th as opposed to the 3rd January 2012;
- (b) that the calendar of meetings for the municipal year 2012/13 and the remainder of the current year be approved as submitted; and
- (c) that consideration of the volume of meetings and composition of committees be deferred to the next meeting.

### **197/11 GAP IN RECREATION GROUND HEDGE**

Councillor Smart queried the gap in the hedge at the Recreation Ground which had become more apparent following the cutting of the adjoining hedge by the grounds staff.

Following a discussion on improved visibility it was

### **RESOLVED**

that a gate be installed in the gap with advisory notices for walkers of possible oncoming traffic in the lane adjoining the Recreation Ground..

### **198/11 HEALTH AND SAFETY**

Members raised the following issues –

- The metal on the seat at the northern end of The Green required attention.
- Cars were being parked across the entrance to Primrose Lane blocking access for both residents and emergency vehicles which Councillor M Williamson agreed to refer to the County Council.
- There was moss on the playpark at Chittering and the fence had become loose in the recent windy weather.
- There was moss on the tennis courts

### **199/11 REPORTS**

The Council considered/noted reports from the following –

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

Councillor M Williamson reported on how the closure of Waterbeach Barracks might affect the surrounding area. He also drew attention to the issues affecting parish councils arising from the enactment of the Localism Act. Members were informed that a meeting would be taking place shortly concerning safety on the A10. Finally Councillor Williamson referred to a proposal for a new transport ‘franchise’ under the

Cambridgeshire Future Transport scheme and the availability of grants from the County Council for community groups to help celebrate the Olympics and Paralympics.

**(ii) District Councillor**

No report was submitted.

**(iii) Chairman**

The Chairman reported that two residents of Chittering had expressed concern about the way in which the Council had dealt with the application for planning permission for changes at the Travellers Rest and that these were being dealt with as a formal complaint. She also mentioned that a complaint had been made to the Parish Council about the cost of a headstone at the cemetery.

**(iv) Library Officer**

No report was submitted.

**(v) CPALC**

No report was submitted.

**(vi) Neighbourhood Watch**

Members were informed that there was nothing to report

**(vii) Trees**

Members were informed that there was nothing to report

**(viii) Waterbeach Cultural Collective**

Members were informed that there was nothing to report

**(ix) Waterbeach Initiative for Sustainable Energy**

Members were informed that there was nothing to report

**(x) Wicken Vision**

Members were informed that there was nothing to report

**200/11 ACCOUNTS**

With regard to the invoices for the use of the Community Room at the Community Primary School by WILL, Members asked that invoices be submitted on a more regular basis in future.

**RESOLVED**

that the following accounts be approved (cheque numbers shown in parentheses):-

		£
E.ON	Electricity supply – Groundsman’s Store (paid by direct debit)	43.20
E.ON	Electricity supply – Old Pavilion (paid by direct debit)	202.00
E.ON	Electricity supply – New Pavilion (paid by direct debit)	551.00
E.ON	Electricity supply – The Green (paid by direct debit)	58.00
Public Works Loan Board	Loan payment due 5th December 2011	3,686.42
G & J Peck Ltd.	Adapter (102592)	33.95
G & J Peck Ltd.	Pruning saw (102592)	33.98
G & J Peck Ltd.	Miscellaneous supplies (102592)	57.25
G & J Peck Ltd.	Lopper (102592)	28.99
G & J Peck Ltd.	Saw attachment & chain oil (102592)	230.78
G & J Peck Ltd.	Pallet forks (102592)	462.00
Thurlow Nunn Standen Ltd	Gloves (102593)	2.16
CSA	Dog gloves (102594)	161.70
Waterbeach Community Primary School	Rent for community room for WILL (January – June 2011) (102595)	1,000.00
Waterbeach Community Primary School	Rent for community room for WILL (July – September 2011) (102596)	500.00
ESPO	Miscellaneous supplies (102597)	174.91
ESPO	Graffiti remover (102597)	16.75
ESPO	Key cabinet (102597)	27.18
ESPO	Miscellaneous supplies (102597)	52.02
South Cambridgeshire DC	Planning fee – change of use of Old Pavilion (102602)	170.00
ESPO	Hazardous storage cabinets (102603)	535.20
Fire Safety Services	Annual fire safety inspection of Council premises and servicing of equipment	473.10

(102604)

Royal Mail	Post redirection service (102605)	27.20
C Rabbett	Reimbursement for fuel purchase (102599)	60.13

## **201/11 EXCLUSION OF PUBLIC**

### **RESOLVED**

that the public be excluded from the meeting because of the confidential nature of the business to be discussed.

(Councillor Smart had declared a prejudicial interest and left the room at this point in the meeting.)

## **202/11 CONFIDENTIAL PAYMENTS**

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

## **203/11 LEGAL CHALLENGE**

The Chairman reported on correspondence received, the minutes of which 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