

# **WATERBEACH PARISH COUNCIL**

Minutes of the meeting of **Waterbeach Parish Council** held on 12th June 2012 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, C Grant, Mrs B Johnson, P Johnson, A Lloyd, D Smart, C Smith, Mrs J Williamson, M Williamson and A Wright.

## **APOLOGIES**

Apologies for absence were submitted on behalf of Councillors M Howlett and J Rabbett.

## **OPEN FORUM**

Prior to the commencement of the meeting, the Council was addressed on a number of issues as follows.

### **Bus Service**

A member of the public raised concerns over the decision of Stagecoach to change the route of certain services from Cambridge to Ely so that they no longer travelled through Waterbeach which necessitated passengers having to walk to the A10 and then cross that road without a suitable crossing point to catch buses to Ely.

Councillors M Williamson and P Johnson in their capacities as county and district councillors respectively referred to the efforts being made to try to persuade Stagecoach to reconsider their decision and Members referred to other measures that the public might take in terms of writing themselves to Stagecoach, involving the Cambridge Older People's Enterprise (COPE) and writing to the local media. In that respect, the Clerk was requested to prepare a letter template that residents could use to write to Stagecoach personally and to send it to the person who had raised the issue in the Open Forum for him to disseminate.

### **Minutes**

Councillor Grant spoke as a member of the public and asked that the minutes of Council meetings be produced more quickly and posted on the parish notice boards when they were available. The Chairman suggested that a more appropriate location would be the Library.

### **Artist in Residence**

Ms E Smith, the Artist in Residence working with the Waterbeach Cultural Collective, gave an update on the position with regard to the development of the 'trail game' that she was designing following her attendance at the Open Forum prior to the meeting of the Council held on 1st May 2012.

Ms Smith sought the Council's permission to erect a hand carved stone plinth on The Green as the starting point of the game and containing a declaration of intent to play on the part of the reader. Members were informed of the wording of the declaration and the preferred

location for the plinth on The Green, with Ms Smith showing illustrations of how this might appear in reality.

### **Freedom of the Parish**

Members viewed the scroll that had been prepared and framed conferring the freedom of Waterbeach Parish on Waterbeach Station that would be presented to 38 Royal Engineers at the Beating the Retreat ceremony at the Barracks on 15th June 2012 by the Chair.

## **COUNCIL**

### **32/12 MINUTES**

The Minutes of the annual meeting held on 1st May 2012 were approved as a correct record and signed by the Chairman.

### **33/12 MEMBERS' INTERESTS**

Councillor Smart declared a prejudicial interest in Minute No 58/12 (Employment Tribunal) in view of his relationship with the person who was the subject of the case.

### **34/12 WATERBEACH GAME**

Further to the presentation by the Artist in Residence at the Open Forum prior to the meeting, Members discussed the precise location of the suggested plinth to be erected on The Green as part of the Waterbeach Game. Various views were expressed as the suitability or otherwise of locations for the plinth and reference also was made to the precise wording of the declaration on the plaque to be installed on the plinth itself.

### **RESOLVED**

- (a) that the principle of the plinth being erected on The Green as part of the Waterbeach Game be approved;
- (b) that no objection be raised to the wording of the proposed declaration to be included on the plaque but the Artist in Residence be asked to verify the spelling of some of the words used; and
- (c) that consideration of the siting of the plinth on The Green be deferred and enquiries made with South Cambridgeshire District Council as to whether planning permission would be required for its installation.

### **35/12 HIGHWAYS COMMITTEE**

Members considered the recommendations of the Highways Committee contained in the minutes of a meeting held on 8th May 2012.

With regard to the application submitted to the County Council for inclusion of the Chapel Street highway improvements scheme in the Minor Traffic Schemes budget in 2012/13, the

Acting Clerk reported that the County Council had assessed the bids in most of the Districts in the County but that a decision had yet to be reached in the case of South Cambridgeshire and Cambridge City. In order to enable the scheme to proceed irrespective of the County Council's decision, Members proposed that a formal report be submitted to the next meeting to enable the Council to seek borrowing approval to raise the necessary revenue to pay for the scheme.

Members discussed the potential location of cycle racks in Waterbeach in the light of sites suggested by the Highways Committee. It was felt that the footway in the High Street in the vicinity of the Post Office was too narrow to accommodate a cycle rack and Councillor M Williamson undertook to check with the relevant County Council officer as to whether funding might be available for cycle racks in Waterbeach under the Sustainable Transport Fund.

Discussion arose over the possible footways that could be treated in winter weather conditions with the Clerk suggesting that those chosen should be logical and readily identifiable to avoid confusion on the part of the public in icy conditions. It was reported that two volunteers had already come forward to assist with footpath treatment and it was suggested that it might be appropriate for the Council's grounds staff also to assist as part of their normal workload during winter weather conditions.

With regard to the street lighting PFI, the Acting Clerk advised that the County Council would be making a presentation on the subject at Comberton on 20th June but that an invitation had not been extended to the Parish. No Members indicated that they were able to attend on that evening and the Acting Clerk indicated that he would circulate the presentation for consideration at the next meeting of the Council.

Arising from comments by Members that a vehicle regularly parked on the carriageway at the entrance to the village on Denny End Road was limiting the effectiveness of the reactive speed sign, the Acting Clerk suggested that as long as the vehicle was not being parked illegally, there was little action that could be taken to require its removal.

## **RESOLVED**

- (a) that the minutes of the meeting of the Highways Committee held on 8th May be received;
- (b) that a report be submitted to the next meeting of the Council seeking borrowing approval to fund the proposed highways improvements in Chapel Street;
- (c) that the proposed locations for cycle racks recommended by the Committee be approved with the exception of the Post Office and enquiries be made with the County Council as to the possibility of grant towards the installation of the racks;

(Councillor Smith declared a prejudicial interest in the location of cycle racks in the vicinity of the Post Office as the owner of property nearby.)

- (d) that a map be submitted to the next meeting of the Council for consideration showing the suggested footways for winter treatment;

- (e) that application be made to the County Council for Waterbeach to be involved in the treatment of footways in the Parish in winter weather conditions;
- (f) that the County Council's presentation on the street lighting PFI be submitted to the next meeting of the Council;
- (g) that the County Council be requested to undertake remedial or resurfacing work in Winfold Road and Bannold Road; and
- (h) that the County Council be requested to consider the installation of a reactive speed sign at the entrance to Waterbeach in Cambridge Road.

### **36/12 PLANNING COMMITTEE**

The minutes of the meeting of the Planning Committee held on 15th May 2012 were received.

### **37/12 TILLAGE HALL**

Further to Minute No. 9/12, the Chair reported on the official opening ceremony for the Tillage Hall which had taken place on 3rd June 2012 with the plaque having been unveiled by Holly Stokes on behalf of Waterbeach and Landbeach Action for Youth. Although fewer people had attended than anticipated because of other commitments over the Diamond Jubilee weekend, the Chair indicated that this had been a successful event and she expressed her appreciation to those who had helped with the arrangements.

The Acting Clerk reported that he had been notified by the project manager of the Tillage Hall scheme that the contractors had indicated that they had completed the various outstanding issues that had been identified and were seeking release of the retention money. Members were informed that the project manager would be checking to ensure that the relevant building works had been completed and Councillor Grant was asked if she would certify that the landscaping had been undertaken as planned. Arising from a question by Councillor Grant as to the content of the snagging list, the Chair reminded Members that they had been asked to notify either her or the Acting Clerk of any issues that they wished to raise. Following consultation with WAY and the management committee, a comprehensive list had been prepared which had been discussed with the contractors and which the Chair undertook to circulate to all Members.

With regard to the question of signs for the Tillage Hall, Members were of the opinion that a suitable external sign should be produced, an internal sign listing the various benefactors of the project and a directional sign on Cambridge Road.

### **RESOLVED**

that arrangements be made for suitable signs to be installed at the Tillage Hall.

### **38/12 WORKS TO PAVILIONS**

Further to Minute Nos. 12/12 and 13/12, the Clerk reported that Alan Lamb Associates had offered to project manage the proposed refurbishments/repairs at the Old, New and Bowls

Pavilions. A copy of the fee proposal had been circulated to all Members, together with a suggested schedule of works to the three pavilions.

With regard to the latter, Members proposed that, in addition to the works listed, the schedule for the New Pavilion should include the replacement of the broken window in the lounge, a new front door that met DDA and fire safety requirements, similar changes to the rear door if necessary and external redecoration. In terms of the Old Pavilion, Councillor Grant requested that particular attention be paid to the need to ensure that the proposed public access to the Old Pavilion was DDA compliant.

## **RESOLVED**

- (a) that the proposed schedule of works for the Old, New and Bowls Pavilions be approved, subject to the addition of the works referred to above; and
- (b) that Alan Lamb Associates be engaged to prepare suitable a schedule of works and plans, submit an application for building control permission (if required) and obtain three competitive quotations for consideration by the Council at a cost of £2,000 plus VAT.

## **39/12 PHOTOCOPIER**

Further to Minute No. 14/12, the Acting Clerk reported that he had placed an order for a replacement photocopier with Canon (UK) Ltd. in the sum of £850.59 under the ESPO Dealing Direct contract with the cost per copy being 0.604 pence. Members were informed that the copier could also be used as a computer printer and that following completion of the refurbishment work to the Old Pavilion and the purchase of new computers, Canon would arrange for the copier to be suitably networked.

## **40/12 PLAY EQUIPMENT**

Further to Minute No. 15/12, Councillor Bull reported on the quotations received from three suppliers of play equipment to install new items of equipment at the Recreation Ground to replace those that had been identified as no longer safe in the safety inspection report carried out earlier in the year (Minute No. 285/11 refers).

Members were informed that each of the three companies had suggested slightly different designs and types of equipment (illustrations of which were on display at the meeting), with the quotations received being –

Wicksteed Leisure Ltd.	£33,570
Playdale Playgrounds Ltd.	£33,762
Kompan	£59,708

Councillor Bull explained that Playdale and Kompan had included the replacement of the fence between the playground and the sports field and that the Kompan design had included a more intricately designed safety surface that formed part of the play feature.

Various comments were made about the designs submitted and types of safety surfacing proposed by the suppliers with Members commenting on the high standard and longevity of Wicksteed equipment.

With regard to the funding of the replacement equipment, the Acting Clerk confirmed that the Section 106 Agreement money that had been received by the Council for the Bannold Road development could be used for this purpose. Members discussed the possibility of applying for grants towards the cost but there was doubt as to whether any organisation would be prepared to offer support retrospectively if an order had been placed. In view of the fact that several items of play equipment had been taken out of use following the safety report, Members felt that it was important that an order be placed without delay so that new equipment could be installed if possible for the summer holiday period.

On a related issue, Councillor Cornwell drew attention to the poor condition of the playground at Chittering, including weed and moss growth and a seat and bench that required replacement. The Acting Clerk reported that he had observed the condition of the playground earlier in the day and would request the grounds staff to deal with this as a matter of urgency.

#### **RESOLVED**

- (a) that, having considered the quotations received and having regard to the reputation and reliability of their equipment, an order be placed with Wicksteed Leisure Ltd. for replacement play equipment at the Recreation Ground playground in the sum of £33,570 plus VAT;
- (b) that arrangements be made for a separate contractor to replace the fence between the playground and the sports field;
- (c) that Councillors Bull, Kay and Rabbett be requested to consult the Primary School and playgroups in the village with a view to obtaining their support to the scheme submitted by Wicksteed Leisure;
- (d) that on receipt of the support from the school and playgroups, an attempt be made to obtain grant towards the cost of the equipment; and
- (e) that the cost of the replacement equipment be met from the Council's Section 106 Agreement receipts.

#### **41/12 PURCHASE OF EQUIPMENT**

Further to Minute No. 11/12, a report was submitted by the Acting Clerk (a copy of which had been circulated to all Members) in which he drew attention to an error in the report submitted to the last meeting in respect of the price quoted for the acquisition of a New Holland compact diesel tractor. It had been reported that the price of £10,500, after allowing for the trade in of the Husqvarna and Stiga mowers, included an additional two years maintenance package. However the price had excluded that package which would cost an additional £500.

The Acting Clerk also confirmed that the supplier would be reimbursing the Council separately for the purchase of the two mowers under the trade in arrangement.

#### **RESOLVED**

that an agreement be entered into with G & J Peck Ltd. for an additional two years maintenance for the New Holland compact tractor at a cost of £500 plus VAT.

#### **42/12 VALUATION OF PROPERTY**

Further to Minute No. 34/11 of the meeting of the Finance Committee held on 24th April 2012, Members were reminded that in their report for the financial year 2010/11, the internal auditor and the Council's then insurers had recommended that the Council's various premises be re-valued professionally to ensure that they were adequately insured.

The Acting Clerk reported that he had contacted a building consultancy company recommended by one of the Council's current insurers and had received a quotation of £400 plus VAT to value all of the buildings in the Council's ownership. Members also requested that the re-valuation include the bus shelters in the Council's ownership situated at The Green, the entrance to the Recreation Ground and near the entrance to the Barracks.

#### **RESOLVED**

that, subject to no objection being raised by Suffolk ACRE to the company chosen to undertake the re-valuation, the quotation be accepted and PD Building Consultancy Ltd requested to re-value the Council's premises for insurance purposes at a cost of £400 plus VAT and also to include the bus shelters referred to above.

#### **43/12 OWNERSHIP OF RAILINGS – STATION ROAD**

Members were asked if they were aware of the identity of the owner of the railings adjacent to the mobile home park in Station Road following a complaint from the owner of the mobile home park that these were being used extensively by riders to chain their cycles on a daily basis. Both the County and District Council had disclaimed responsibility for the railings and the owner had indicated her intention to remove them as the situation was becoming unsightly with some cycles appearing to have been abandoned.

Members confirmed that the railings did not belong to the Parish Council with a suggestion being made that these had been re-painted last, the work had been undertaken by the County Council.

#### **44/12 BENCH AT JUNCTION OF BANNOLD ROAD AND BURGESS DROVE**

Councillor Mrs J Williamson drew attention to the poor condition of the bench in the Parish Council's ownership in the verge at the junction of Bannold Road and Burgess Drive, arising from which it was

#### **RESOLVED**

that the Clerk be authorised to purchase a replacement bench up to a value of £250 for installation by the grounds staff.

#### **45/12 LITTER BINS**

Councillor Mrs J Williamson queried the location of litter bins in the village and their condition.

On a related issue, reference was made to the fact that bins in the Recreation Ground had been filled recently with empty alcohol containers. The Chair advised that some problems had been experienced with litter as a result of the recent beer festival organised by the Colts Football Club, although it was also thought that there was evidence of under-age drinking again at the Recreation Ground.

**RESOLVED**

that a schedule of litter bins in the Parish be submitted to a future meeting for consideration.

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

**46/12 BOTTISHAM SLUICE**

Members' attention was drawn to the receipt of notification that contractors appointed by the Environment Agency would be commencing work to the sluice gates at Bottisham early in June with the work expected to last until the end of September.

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

**47/12 50 MPH SPEED LIMIT**

Further to Minute No. 296/11, the Acting Clerk reported that the County Council had made a Traffic Regulation Order to impose a 50 mph speed limit on the A10 from the A14 intersection to a point 190 metres north of the Denny End Road junction and on Car Dyke Road and Denny End Road from their junctions with the A10 to the present 30 mph limit.

**48/12 AUDIT OF ACCOUNTS**

**(a) Annual Return 2011/12**

Having been advised that it had not been possible to contact the Council's internal auditors to inspect the accounts and annual return for 2011/12 prior to their approval by the Council for submission to the external auditors, Members

**RESOLVED**

that consideration of the approval of the accounts and annual return for 2011/12 be deferred.

**(b) Change of External Auditor**

Members' attention was drawn to an invitation from the Audit Commission to comment on the proposed appointment of Littlejohn LLP as the Council's external auditors for a five year period from 2012/13.

**RESOLVED**



that no objection be raised to the proposed appointment of the company as the Council's external auditors.

#### **49/12 COMMUNITY OIL BUYING SCHEME**

The Acting Clerk reported on information received from Cambridgeshire ACRE promoting their new bulk-buying scheme for domestic heating oil. For an annual fee of £20, participants in the scheme were forecast to save between £45 and £100 per annum in heating costs. However it was pointed out that a local co-ordinator would be required to collate the monthly orders from participants and Members were invited to notify the Acting Clerk if they were aware of anyone who might be interested in taking on this role.

#### **50/12 START OF FOOTBALL SEASON**

Members considered a request from Waterbeach Football Club to begin friendly matches at the Recreation Ground from early July in advance of the start of the new season in mid August. The Club had indicated that they would ensure that they did not interfere with the cricket pitch and wanted to trial new players in advance of the season starting.

As the existing season had yet to finish and in view of the need for a suitable period to enable the Groundsman to re-seed goal mouths and undertake maintenance work, it was

#### **RESOLVED**

that the request be refused.

#### **51/12 WEBSITE**

Arising from the receipt of an offer by the District Council to host the Parish Council's website at a cost of £100 per annum, it was

#### **RESOLVED**

that consideration be deferred and Councillor M Williamson requested to investigate and report back on the potential advantages to the Parish Council presented by the District Council's offer.

#### **52/12 HEALTH AND SAFETY**

Members raised the following issues –

- the positioning of the roll bar on the New Holland tractor when in use;
- damage to headstones at the cemetery caused by use of Council machinery which the Chair indicated had been resolved;
- parking at the One Stop shop;

- the future responsibility for the access road to the cemetery which the Chair indicated had been raised with Major Hornby earlier that day;
- problems caused by grass cuttings not being swept up on cycleways and footways;
- a loose edging strip on the corner of the old portacabin adjacent to the Old Pavilion;
- the need to undertake surgery to the trees on The Green in respect of which the Chair indicated that a survey had been obtained and would be circulated.

## **53/12 REPORTS**

The Council considered/noted reports from the following –

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

Councillor M Williamson indicated that he had nothing to report at the meeting in his capacity as county councillor.

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

A report had been circulated from Councillor Johnson in his capacity as one of the district councillors for the ward which had referred to a number of matters previously dealt with on the agenda.

In addition, he indicated that he was prepared to undertake a survey of dropped kerbs in the village following complaints from the drivers of some mobility scooters that these were too high for the scooters to be manoeuvred easily. It was agreed that the Parish Council would send the results of the survey to the County Council for their attention.

### **(iii) Chair**

The Chair informed Members that in consultation with the Acting Clerk and having received the necessary risk assessment and insurance details, permission had been given for a helicopter to land on The Green recently in connection with a wedding reception at one of the public houses in the villages.

The Chair also drew attention to the recent distribution of 360 Jubilee mugs at the Primary School. While there had been a good response from the parents of pre-school children for the receipt of mugs, she felt that fewer of the older children of secondary school age had been identified. Members were encouraged to advise the parents of children to come forward and to assist with the delivery of mugs to those whose had applied.

The Chair commented on the success of the official opening of the Tillage Hall, arising from which she indicated that she would prepare a short article for the Beach News and supply copies to Landbeach and Horningsea Parish Councils. As a token of gratitude to Miss Holly Stokes for carrying out the official opening, it was also

## **RESOLVED**

that a suitable voucher to the value of £20 and a letter of thanks be sent to Miss Stokes.

**(iv) Library Officer**

Although she had been unable to produce a written report due to work commitments, Councillor Grant reported that she had managed to balance the Library accounts for 2011/12. In addition she drew attention to the recent introduction by the County Council of a new Library system which would go live at the end of June. As only two volunteers had been trained on the new system and then been responsible for cascading the training to others, Councillor Grant commented on the difficulties that this had presented for a smooth transition to the new system.

**(v) CPALC**

Councillor M Williamson indicated that there was nothing to report.

**(vi) Neighbourhood Watch**

There was no report.

**(vii) Trees**

No issues were raised.

**(viii) Waterbeach Cultural Collective**

Having received a presentation from the Artist in Residence prior to the commencement of the meeting, Members were informed that there was nothing further to add.

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

Members were informed that a meeting was to be held shortly and that WISE would be having a stall at the forthcoming Feast Day.

**(x) Wicken Vision**

Members were informed that there was nothing to report

**54/12 ACCOUNTS**

The Acting Clerk advised Members that the invoice authorised at the previous meeting to Stuart & Co. for vehicle insurance in the sum of £44.49 had not been issued.

**RESOLVED**

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

		£
G & J Peck	Bearings (102727)	223.69
G & J Peck	Bearings (102727)	33.66

G & J Peck	Rakes (102727)	48.58
G & J Peck	Pump (102727)	19.49
G & J Peck	Hosetail (102727)	5.16
G & J Peck	Chain harrow (102727)	420.00
G & J Peck	Paint (102727)	18.48
G & J Peck	Socket & Grease (102727)	16.81
G & J Peck	Mower (102727)	586.80
G & J Peck	Miscellaneous tools (102727)	29.99
G & J Peck	Fork handle (102727)	17.64
G & J Peck	Lamp (102727)	24.96
G & J Peck	Add. 2 years maintenance – New Holland (102727)	600.00
G & J Peck	Bearings (102727)	12.55
G & J Peck	Miscellaneous supplies (102727)	47.30
M Crane	Library books – Summer reading challenge (102722)	501.36
Sherriff Amenity	Moss treatment (102716)	34.50
Sherriff Amenity	Grass seed (102716)	250.00
E.ON	Electricity supply – Groundsman's store (May) (Direct debit)	91.57
E.ON	Electricity supply – Groundsman's store (June) (Direct debit)	63.80
E.ON	Electricity supply – Village green (Direct debit)	30.00
E.ON	Electricity supply – New Pavilion (Direct debit)	49.00
E.ON	Electricity supply – Old Pavilion (Direct debit)	73.00
Stuart & Co.	Vehicle insurance (102710)	1,857.82
Stuart & Co.	Vehicle insurance (change in vehicles) (102710)	240.69

C Rabbett	Reimbursement – purchase of fuel (102733)	433.97
Hitachi Capital Invoice Finance	Jubilee mugs (102711)	2,225.38
Waterbeach Community Primary School	Rent for Library (102712)	500.00
R Reeves	Reimbursement for printer cartridges (102713)	62.99
N Kay	Reimbursement for printer cartridges (102714)	18.69
Public Works Loan Board	Loan repayment (direct debit)	3,602.53
Mackays of Cambridge Ltd.	Miscellaneous supplies (102717)	41.45
Thurlow Nunn Standen Ltd.	Miscellaneous supplies (102718)	38.28
Thurlow Nunn Standen Ltd.	Miscellaneous supplies (102718)	18.97
Anglia Sprayers	Diaphragm (102719)	2.66
ESPO	Miscellaneous supplies (102720)	20.69
Information Commissioner’s Office	Registration Renewal (102721)	35.00
South Cambridgeshire DC	By-election – 23/02/12 (102723)	3,706.64
Amey Cespa	Disposal arrangements (102725)	12.00
R Pinion	Reimbursement – ball valve (102734)	23.13

(b) that payment of the following account in advance of the meeting be endorsed:-

Peterborough Engraving & City Signs Ltd	Plaque for Tillage Hall opening (102709)	168.00
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#### **55/12 WATERBEACH COMMUNITY PLAYGROUP**

The Chair advised that she had admitted the following item to the agenda as there would have been insufficient time prior to the date of the proposed event if the application had been delayed to the next meeting of the Council.

Having considered a request from Waterbeach Community Playgroup to hold a fun day at the Recreation Ground on 18th July to mark the end of the school year, Members

**RESOLVED**

that the request be approved.

**56/12 EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED**

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

**57/12 CONFIDENTIAL PAYMENTS**

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

(Councillor Smart left at this point in the proceedings. Councillor Grant declared a personal interest in the following item and also left the room at this point in the proceedings.)

**58/12 EMPLOYMENT TRIBUNAL**

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

There being no further business, the meeting was declared closed at 10.35 p.m.

Chairman