

WATERBEACH PARISH COUNCIL

Minutes of the meeting of **Waterbeach Parish Council** held on 5th February 2013 at 7.30 p.m. at the New Pavilion, Cambridge Road, Waterbeach.

PRESENT

Councillor N Kay, Chair

Councillors B. Bullivant, J. Cornwell, K. Grant, B. Johnson, P. Johnson, A. Lloyd, J. Rabbett, D. Smart, J. Williamson, M. Williamson and A. Wright.

APOLOGIES

Apologies for absence had been submitted on behalf of Councillors B. Bull, M. Howlett and C. Smith but, due to an oversight, not presented to the Meeting.

OPEN FORUM

The Chairman welcomed those members of the public who were in attendance.

The Chair of the WAY Project addressed the Meeting and spoke in support of the Grant Application that was to be considered in minute **233/12**, giving a brief overview of the work of the project and the current financial situation.

The owner of the Travellers Rest Caravan Park, Chittering, addressed the Meeting, explaining the reasons for the submission of a Planning Application (minute **229/13**).

COUNCIL

227/12 MINUTES

The Minutes of the meeting of the Council held on the 8th January 2013 were approved as a correct record and signed by the Chairman.

(The timing of Councillor M. Williamson's arrival and Councillor Rabbett's departure was queried and two members voted against approving the minutes.)

228/12 MEMBERS' INTERESTS

(a) Declarations

Councillor Bullivant declared an interest in item **233/12 (Grant Applications (i) Waterbeach Day Centre for the Elderly)**.

Councillor Cornwell declared an interest in item **229/12 (Planning Applications)** as a resident of Chittering.

Councillor P. Johnson declared an interest as a District Councillor in matters relating to South Cambridgeshire District Council Planning Applications.

Councillor Rabbett declared an interest in items **242/12 (Accounts)** and **244/12 (Salaries)** with regard to payments to Mr C. Rabbett, who is an employee of the Council.

Councillor Smart declared an interest in item **245/12 (Employment Tribunal)** in view of his relationship with the person who is the subject of the case.

Councillors B. Johnson, P. Johnson and J. Williamson also declared interests in item **233/12 (Grant Applications (ii))** the WAY Project) as Friends of the WAY Project.

(b) Precept

The Clerk explained that the dispensation available to all Members to consider and determine matters relating to the setting of the Council Tax precept under the Members Code of Conduct Regulations had been omitted from the new legislation under the Localism Act 2011. All Members therefore had a disclosable pecuniary interest in the setting of the Council Tax precept unless a dispensation was granted by the Council.

It was therefore

RESOLVED

that a dispensation be granted to all Members of the Council to enable them to determine the Council Tax precept for the Parish of Waterbeach.

229/12 PLANNING APPLICATIONS

(a) Applications

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

RESOLVED

that the following recommendation be submitted to South Cambridgeshire District Council;

- (i) S/2576/12/VC Travellers Rest Caravan Park, Chittering, Variation of Condition 2 (Restriction to Seasonal Use) of permission S/0461/12/VC to extend the times of the year which the site can be used for camping and touring caravans

That having been addressed by the applicant and having regard to letters of support and objection that had been submitted to the Council and read out by the Clerk,

That the District Council be recommended to approve the application.

230/12 FINANCE COMMITTEE

The Chairman of the Finance Committee outlined the recommendations proposed in the minutes of the Finance Committee and it was

RESOLVED

that the minutes of the meeting of the Finance Committee held on 22nd January 2013 be received and the recommendations accepted.

231/12 BUDGET AND COUNCIL TAX PRECEPT 2013/2014

The Chairman of the Finance Committee informed Members that a separate ledger for the Section 106 account had been set up and gave Councillors the revised budget forecast for 2012/2013, stressing that no other changes had been made to that circulated prior to the meeting. He then reviewed the proposed budget for 2013/2014 and explained how the figure of £138,480 for the Parish Precept had been calculated, referring to the Clerk's report on setting the Parish Precept. It was suggested that a log of Section 106 agreements be kept, to which the Clerk replied that she was in contact with the S106 Implementation Officer at South Cambs and would be reporting back to Council in due course. The addition of a budget line for Play Park equipment was suggested. It was

RESOLVED

- that
- (a) South Cambridgeshire District Council be asked for a total Parish Precept of £138,500,
 - (b) a paragraph explaining how the Precept was set be included in the Chairman's letter in the Beach News
 - (c) a line for Play Park equipment be added to the budget

At this point Councillor Grant left the meeting.

232/12 TILLAGE HALL

The Clerk reported that, with reference to Minute **209/12**, she had

(i) contacted the County Council regarding the possible need for a retrospective additional permission for Tillage Hall and it appears that the building may fall within the permitted use but that further checks are being made. However, if consent is needed, there seems to be no bar to it being given, although the Parish Council would be expected to pay the legal costs. A further update is awaited.

(ii) contacted Murfitts, the builders of Tillage Hall, asking for a scale plan of the building, suitable for use in the preparation of a lease. Although they didn't have a drawing that would be acceptable to the Land Registry, they provided contact details for an architectural technician who might be able to help.

There was comment that the cleanliness of the hall was not up to standard and a discussion then followed. It was

RESOLVED

that, although no complaints had been received from users of the hall and indeed repeat bookings would seem to reinforce their satisfaction, the situation with regard to cleanliness should be monitored and in the meantime an industrial doormat should be provided to help reduce dirt being brought into the building.

233/12 GRANT APPLICATIONS

The Clerk reported that two letters of application had been submitted to the Council, which she then read out to the meeting.

- (i) Waterbeach Day Centre for the Elderly.
- (ii) The WAY Project

After inspection of the individual accounts supplied and discussion on the great benefits afforded by both organisations to the general life in the village, it was

RESOLVED

- (a) that a grant of £1500 be given to Waterbeach Day Centre for the Elderly
- (b) that a grant of £2500 be given to the WAY Project

234/12 WATERBEACH UNITED CHARITIES

A letter requesting the selection of nominees from the Parish Council to act as Trustees had been received. The existing Parish Council Trustees, Councillors J. Williamson and C. Smith (in her absence) were nominated to continue in their present roles.

235/12 OUTDOOR EXERCISE EQUIPMENT

The Clerk reported that a meeting between a representative of Pennine Outdoor Fitness and Councillors Cornwell, Kay and P. Johnson had taken place, during which the type, cost, safety implications and location of equipment had been discussed. A quotation had been requested. A meeting with two further manufacturers of outdoor exercise equipment has been arranged and an update will be provided at the next meeting.

236/12 SOCIETY OF LOCAL COUNCIL CLERKS

The Clerk informed the meeting that she would like to join the Society of Local Council Clerks. It was

RESOLVED

That the Clerk's subscription be paid by the Council

237/12 CEMETERY

The Clerk reported that, with reference to Minute **194/12**, she had received notification from the Defence Infrastructure Organisation (DIO) that nothing that would prevent a sale had been found to be running through the land forming the proposed extension site to the Cemetery. She had requested details on the next stage in the possible purchase of MoD land and was awaiting a reply.

238/12 BEACH NEWS – CHAIRMAN'S LETTER

The Chairman asked for ideas for inclusion in the forthcoming newsletter. The following points were mentioned as being possibly suitable:

- (i) the excellent work by Councillor Wright and Mr Rabbett in keeping the footways clear during the recent bad weather (photo opportunity?)
- (ii) the chance to ask for more volunteers to help in Winter Gritting work
- (iii) Notification of the availability of Parish Council Grants
- (iv) explanation of the changes in setting the Parish Precept

239/12 CAMLOCKS MANAGEMENT GROUP

The Clerk reported that, with reference to Minute **213/12**, an initial exploratory meeting had been held between representatives of the Camlocks Management Co. Working Group (CMCWG) and Councillors Cornwell and Kay. The members of the CMCWG expressed their thanks to the Parish Council for agreeing to meet and went on to outline the situation in which the residents find themselves. At present, the Management Co. is run by a firm appointed by Morris Homes, the site developer. The residents, excluding the owners of the first 17 homes to be sold, pay an annual fee to cover maintenance costs for the Public Open Spaces (POS) and the running of the company but have not been provided with complete or audited accounts. It also appears that no Section 106 money was paid to the Management Co. by the developer. In order to take the matter forward, the CMCWG agreed to forward all the relevant paperwork to the Clerk, which they subsequently did. It was therefore

RESOLVED

that, after making enquiries based on the paperwork provided, the Clerk would arrange another meeting.

240/12 HEALTH AND SAFETY

Members raised the following issues:

(i) potholes in Station Road; it was noted that some had now been filled but that not only were there more to do, the standard of work was not always of the highest quality.

(ii) dog fouling; although the Parish Council supplies bins and bags around the village (including a new bin in the Recreation Ground Car Park) the instances of dog fouling appears to be as great as ever. It was suggested that if only a culprit could be caught, named and shamed, it might serve as an example to others.

At this point, Councillor Cornwell left the meeting.

(iii) the state and ownership of a tree in Bannold Road.

The Clerk reported that she and the Chairman had been to see the tree and although it seems unlikely that it is in the ownership of the Parish Council the situation remains unclear. As it is possible that the tree is on the footway and therefore the responsibility of the County Council Highways Authority, Councillor M. Williamson, in his capacity as a County Councillor, offered to investigate further.

241/12 REPORTS

The Chairman considered/noted reports from the following:

(i) County Councillor

Councillor M. Williamson reported that:

- (a) the contractors were in the village and that the replacement of the street lights was under way.
- (b) new cycle racks should soon be installed at the station
- (c) there was likely to be an increase of 1.99% in the County Council precept
- (d) the situation at the Barracks is very unclear, with poor security resulting in the theft of copper wire and a general lack of urgency from the Defence Infrastructure Organisation who are handling the transfer of the Barracks from the MoD

(ii) District Councillor

District Councillors Report for January

Lock Farm

The enforcement team have been in contact with Mr Toone at Lock Farm as he has not complied with conditions from his planning application, he has to submit a realistic timetable by the 8th February or enforcement action will be taken.

Camlocks

The lack of bins and seating on the Camlocks Estate is being investigated as to why they have not been installed, I hope to have more information next month regarding this issue.

Textile Recycling

South Cambs have introduced a Textile recycling facility which is another step in reducing waste in our area, blue plastic bags have been delivered to all households and they will be collected the same as the blue bin. Textile and shoes will be tipped at AmeyCespa and sent to a textile processing facility. They will then be sorted into reuse and recycling grades, the reusable items will be sold for reuse and worn items will be used for cleaning rags and industrial wipers, some non-reusable items will be sorted into colour and type, recycled and made into new fabrics.

Councillor P. Johnson reported that, although not everyone seemed to have received the bags for recycling, so far two tons had been collected over the whole district; an excellent start.

(iii) Chairman

The Chairman reported that:

- (a) The Parish Council had received a letter from the residents of the Almshouses regarding the replacement of the Victorian street light, asking if the Council could do something to save the lovely old light from being scrapped and suggesting that if it could be saved might it be possible to re-site it in the gardens of the Almshouses as a piece of “street furniture”. As the letter had arrived after the agenda for the February meeting had been sent out, but in view of the need for speed as the work was due to start imminently, she decided to bring the matter to the attention of Councillors in the Chairman’s report. However, matters were brought to a head when workmen began proceedings outside the Almshouses and she received an urgent phone call from one of the residents, requesting her immediate help. The Chairman went and spoke to the workmen, asking them if it would be possible to remove the light without damaging it and then to leave it at the Almshouses. They replied that the work was not due to be carried out until the following week.
- (b) The District Council’s Cabinet are hosting a Parish Council Liaison Meeting on the 7th March and the Chairman expressed her intention to attend. She asked that if any other councillors would like to attend they inform the Clerk.
- (c) There had been an approach from the County Council’s Rights of Way team regarding the availability of funding and the suggestion from the Parish P3 Liaison Officer was to replace the two stiles on the river bank south of Bottisham Lock. The stiles, the last two of their kind on the Fen Rivers Way between Cambridge and Ely, would be replaced with gates. Members agreed to support the replacement.

- (d) Councillor Smart had been to see the Clerk, telling her that he had seen the Monitoring Officer at South Cambs, as a result of which he intended to resume inspecting the machinery and work carried out by the ground staff. He also requested that she acquaint herself with paperwork relating to the Employment Tribunal involving the previous Clerk and that she arrange a meeting on a confidential matter between him and another Councillor. The Chairman stressed to Councillor Smart that as he had not been tasked by the council to undertake any such inspections he would be acting as a private individual and the council would not support him should there be any repercussions. She reminded Members that the Council has a duty of care to all its employees and must protect them against harassment and bullying. Having sought clarification from LGSS, the Chairman also pointed out that it was not up to the Clerk to go over old Tribunal matters, or to facilitate private meetings between Councillor Smart and other Councillors. The Chairman then brought to Members' attention the issue of the requests for additional information relating to machinery and ground staff made by Councillor Smart to the Clerk. After discussion on the matter, including references to vexatious requests and harassment, it was

RESOLVED

That any further requests for information be brought to Council for consideration.

(iv) Library Officer

There was no report.

(v) CAPALC

There was no report

(vi) Neighbourhood Watch

There was concern that signs on lamp posts that were due to be removed might disappear, also that the bus stop sign near 8, Bannold Road had been removed. As the replacement work was being carried out for the County Council, Councillor M. Williamson, as County Councillor, was asked to investigate. Councillor Bullivant reported that Trading Standards said the Neighbourhood Watch signs would be replaced.

(vii) Trees

The issue of the tree outside 25, Bannold Road had been dealt with in Min **240/12** (iii)

(viii) Project Schedule

The Clerk reported that, at the suggestion of Councillor P. Johnson, she was in the process of setting up a project schedule, to enable progress to be monitored and also to ensure that projects, once started, didn't get forgotten.

(ix) Waterbeach Initiative for Sustainable Energy

Although this item had been taken off the agenda after the January meeting by the instruction of Council, there was a brief update from Councillor J. Williamson

informing Members that South Cambs District Council were giving free “green deal” assessments, whereby residents might be eligible for a loan to improve insulation, paying back the loan through the electricity bill over 25 years. Details were available in the Cambridge News.

242/12 ACCOUNTS

(Having previously declared an interest, Councillor Rabbett left the meeting for this item)

RESOLVED

that the following accounts be approved for payment:

Supplier	Invoice No	Cheque No.	Cost Centre	Net Cost
E.ON		DD	Village Green light	18.00
E.ON		DD	Rec. electricity & water	47.00
E.ON		DD	Rec. electricity & water	107.00
E.ON	HDC998F8D	DD	Rec. electricity & water	160.33
Ridgeons	65045449	102904	Tools	2.20
M Carr	No Inv No	102905	Telephone & Post	50.00
M Carr	No Inv No	102905	Staff Expenses	10.35
ESPO	695310	102906	Office Expenses	88.00
ESPO	694772	102906	Stationery	9.23
ESPO	694772	102906	Rec Maintenance	22.54
ESPO	694772	102906	Small Equipment	40.04
ESPO	703058	102906	Office Expenses	9.23
ESPO	707826	102906	Office Expenses	-9.23
ESPO	721590	102906	Rec Maintenance	197.00
ESPO	721590	102906	Village Green Maintenance	197.00
ESPO	721591	102906	Rec Maintenance	64.50
amey cespa	PSI0103428	102907	Cemetery Maintenance	5.00
BT	No Inv No	102908	Telephone & Post	65.82
Greenham	17/019188	102909	Work Wear	6.74
Greenham	17/019185	102909	Work Wear	10.00
C J Murfitt	B70896	102911	Tillage Hall	650.00
Suffolk ACRE	No Inv No	102912	Insurance	101.12
R Pinion	No Inv No	102913	Office Expenses	10.21
Thurlow Nunn Standen	351511	102914	Small Equipment	13.32
Thurlow Nunn Standen	351511	102914	Service Spares & Repairs	20.49
Thurlow Nunn Standen	351512	102914	Service Spares & Repairs	1.58
Thurlow Nunn Standen	351512	102914	Rec Maintenance	10.24

Thurlow Nunn				1.95
Standen	351513	102914	Service Spares & Repairs	
J Horsnell	No Inv No	102915	Telephone & Post	60.00
Waterbeach School	WB001307	102916	Library	500.00
Alan Lamb	12/110/3	102917	Building Refurbishment	500.00
Cambs & Huntingdon Grounds Assoc				
	110/2012	102918	Cricket Square	100.00
CSA	91561	102919	Rec Maintenance	323.40
N Kay	No Inv No	102920	Office Expenses	30.00
G & J Peck	175064	102921	Work Wear	3.02
G & J Peck	175866	102921	Service Spares & Repairs	12.27
G & J Peck	175866	102921	Work Wear	18.91

(Councillor Smart voted against the item)

243/12 EXCLUSION OF THE PUBLIC

RESOLVED

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

244/12 SALARIES

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

245/12 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 9.55 p.m.

Chairman