

WATERBEACH PARISH COUNCIL

Minutes of the meeting of Waterbeach Parish Council held on 6th August, 2013 at 7.30 p.m. at the Old Pavilion, Cambridge Road, Waterbeach.

PRESENT

Councillor N. Kay in the Chair

Councillors B. Bull, W. Bullivant, J. Cornwell, K Grant, M. Howlett, B. Johnson, P. Johnson, J. Rabbett, D. J Smart, C Smith, J. Williamson, M. Williamson and A. Wright.

Minute taker C. Howlett

APOLOGIES

Apologies for absence were submitted on behalf of Councillors A. Lloyd and also from Maurice Leeke, County Councillor for Waterbeach, Landbeach and Milton.

OPEN FORUM

The Chairman ascertained that three members of the public present wished to speak. Andrew Evans, Christine Taylor and Jane Williams.

Andrew advised members of the council that he ran the Waterbeach Junior Cricket club. He wanted to thank the Parish Council for enabling the club to have another excellent year of cricket. In particular, he wanted to thank the Groundsman for his hard work; he also thanked the previous Parish Clerk for organising the necessary training for the Groundsman. He said that he was very upset about the treatment of the Parish Clerk, Jane Horsnell by certain members of the Parish Council. He praised her efforts in resolving an incident when a lump had been cut out of the wicket; it was down to her efforts that the scheduled game to be played was able to proceed. He advised that he would like the Parish Council to concentrate on issues in the village and to refrain from 'in fighting'. He further added that he would like there to be more transparency with the Parish Council and for better communication. The Chair thanked Andrew for his comments and said they had been noted.

Christine Taylor advised the council that she was unhappy with the minutes of the previous full Parish Council meeting, held on the 2nd July 2013. She cited several places where she felt conversations between members should have been fully recorded. The Chair advised Christine that minutes recorded the salient points and were not a verbatim record of the meetings.

Jane Williams felt that if the 'newsletter' was mentioned in public, people should have a right to respond. She also said that she felt the Parish Council should be more transparent. She had attended meetings since October and was saddened by what she felt was happening. She highlighted the Local Development Framework meeting and the wish to put something forward from the village; she urged councillors to attend the scheduled meeting.

Cllr James Hockney advised that he was pleased with the numbers of Waterbeach residents who had attended the exhibition on the planned new town organised by South Cambridgeshire District Council. He also advised that the latest tranche of MOD houses to be released had now taken place.

PARISH COUNCIL

53/13 MINUTES

To confirm the Minutes of the meeting of the Council held on 2nd July, 2013 (copy circulated 9th July 2013).

Cllrs B Johnson and P Johnson advised that there was an inaccuracy at 48/13 Reports/District Councillors report for July 2013. There was a reference to Footpath number 8, the Cllrs thought this path was the one they had cleared in Rosemary Road; it was confirmed that this was footpath no 8. Clody Howlett, the minute taker advised that it was her mistake; she had recorded the footpath number incorrectly.

(11) Councillors voted that the minutes were an accurate record (3) did not agree that they were an accurate record Cllrs J. Cornwell, K. Grant and D.J. Smart. The Minutes of the meeting of the Council held on the 2nd July, 2013 were approved as a correct record and signed by the Chairman.

Councillor J. Cornwell wanted it noted why she felt unable to agree with the minutes and had voted against. She did not regard Minute 48/13 (Chairman's Report) to be accurate. She handed the Chair a sealed letter, but read the contents to the members of the council. She advised that as the council had approved the draft minutes and the documents were now available for the public she would like to see evidence of the following accusations. She detailed her objections which were:

- Where and when have I barraged the clerk for information that has added additional work for the clerk?
- How and when have I refused to abide by legal advice thus making it impossible for the clerk to do her job?
- Evidence of where my behaviour was not acceptable and bringing the council into disrepute.
- A copy of the clerk's resignation.
- A copy of the clerks exit report.

54/13 MEMBERS' INTERESTS

Councillor P. Johnson declared an interest as a District Councillor in matters relating to South Cambridgeshire District Council Planning Applications **56/13**.

Councillor J Rabbett declared an interest in items **60/13 & 62/13**, accounts and salaries as a relative of a council employee.

Councillor D. Smart declared an interest in item **63/13** (Employment Tribunal) in view of his relationship with the person who is the subject of the case.

55/13 RECORDING OF COUNCIL MEETINGS

Councillor B. Bull had requested that this item was put on the agenda. She felt that in order to accurately capture the proceedings at future council meetings, audio recording might be a way forward. It would provide an accurate record that can be used if there are any disputes over proceedings. It was advised that several other Parish Councils record meetings, including Huntingdon. Cllr Grant wanted it put in the minutes that it was agreed that recordings would not take the place of the minutes; these would still be the official record of meetings held. Cllrs agreed that if recording was to be undertaken then robust safeguards would need to be in place. For example, the agenda will need to highlight that audio recording will be taking

place and members of the public will also need to be aware that this is happening. Management of meetings may have to be altered slightly to take account of the audio process and all discussions will have to be directed through the Chair. The Chair said that a trial period may be a good idea. Cllr B Bull proposed that audio recording should routinely take place at future council meetings; this was seconded by Cllr C. Smith. The vote was unanimous to approve the proposition.

RESOLVED: Audio recording equipment should be obtained to enable future council meetings to be routinely recorded. The recordings should be kept for four years and the trial period would be for the life of the present council which will end in 2014. There would be no transcripts of meetings.

56/13 PLANNING APPLICATIONS

RESOLVED

That the following recommendations be submitted to South Cambridgeshire District Council:-

(a) Applications

- (i) S/1498/13/FL 85, Winfold Road, Waterbeach
Two storey side extension, single storey front extension

That the Parish Council recommends approval of the application subject to the usual comments:

- i) All materials be kept on site during works
- (ii) All contractors' vehicles to be parked so as not to be a nuisance or cause obstruction to neighbours

- (ii) S/1548/13/FL 1, Rosemary Road, Waterbeach
Proposed single storey side and rear extensions and bay window to front

Councillors discussed this application and there were (6) Councillors in favour and (1) abstention. The subject of parking was raised, as parking was potentially an issue for the residents of Rosemary Road. The condition was made that:

- i) Parking should be made available in the front of the property to replace the lost parking lost to the extension.

(b) Application

The parish council noted the discharge of conditions following planning application submitted to South Cambridgeshire District Council:

- (i) S/1459/13/DC 34, Pieces Terrace, Waterbeach
Single storey rear extension – Discharge of Conditions

(c) Determinations

The committee noted that the South Cambridgeshire District council had determined the following applications:-

- (i) S/0991/13/FL Hatley Court, 37, Burgess Road, Waterbeach
Biomass Boiler

- (ii) S/0921/13/FL 5, School Lane, Chittering. Porch
- (iii) S/1089/13/FL 22, Coronation Close, Waterbeach
Business and recreational use of outbuilding (retrospective)

In relation to planning application S/0991/13/FL Hatley Court, 37, Burgess Road, Waterbeach Biomass Boiler. The council were disappointed that no mention had been made of the size of lorries that would be attending the site and the safety issue of the adjacent playgroup and residential home nearby.

RESOLVED

Cllr P. Johnson agreed to take the concerns of the Parish Council re Hatley Court and the Biomass Boiler back to South Cambridgeshire District Council; he will report back.

57/13 OFFICE EQUIPMENT

Cllr N. Kay advised members that the Parish Council Office was still short of lockable storage cabinets and this was starting to cause a problem. Cllr J. Williamson proposed and Cllr Christine Smith seconded the approval for Cllr Kay to purchase additional office equipment up to a maximum of £500. There were (11) Councillors in favour and (2) abstentions to the proposal. The proposal was therefore approved.

RESOLVED

Cllr Kay to purchase additional office equipment up to a maximum of £500.

58/13 HEALTH AND SAFETY

Cllr J. Cornwell fed back to members her appraisal of the Chittering Safety report carried out by Wicksteeds on the Chittering play area. Her observations were that the chairs on the swings need resetting; she considered this a medium risk. With regard to the Oxo barrier, Wicksteed commented that it could lead to head and torso entrapment. However, as this equipment was originally installed by Wicksteed any modifications should be undertaken free of charge. The table is in a bad condition and needs some carpentry repairs. The aeroplane can be moved and this also needs attention.

RESOLVED

Cllr Kay requested that Cllr Cornwell to provide a written report on her observations on the play equipment, so that any actions necessary can be taken forward.

Cllr Cornwell advised that two lights in the recreation ground on the approach to the Beach Social club were on permanently.

Cllr Grant advised that a branch had come down from one of the trees outside the one stop shop. She further advised that a Hawthorn tree on the gault nr St Andrews Hill had died and needs to be removed; if replaced the tree will need to be fenced off.

Cllr Grant also asked the Chairman if she had any idea when the broken half pipe would be removed.

Cllr Johnson raised issues in relation to the cemetery and the problem with overhanging trees; he confirmed that he had already e-mailed fellow councillors with pictures of the problem. He also advised that signage was poor and needs replacing.

RESOLVED

Cllrs unanimously agreed that that 'Sign Art' in Waterbeach could be approached to provide a quote for replacing the cemetery signage.

Cllr Bullivant advised that there were no dog bags available for people on the recreation ground. The Chairman advised that these were on order and would be available very soon.

59/13 REPORTS

The Council noted reports from the following:

(i) County Councillor

Members were advised that the report had been circulated; a couple of members commented that they had not received it.

(ii) District Councillor(s)

Cllr J. Hockney advised that the planning application in relation to 10 Burgess Road had caused a lot of problems, resulting in the calling out of the Enforcement Officer; however, the site was now compliant. There was also an issue raised with the blocking off of a footpath to the back stile at the Poorsfield estate. The Footpath & Enforcement Officers have been involved in investigating this issue and will be reporting back.

RESOLVED

The Parish council agreed that the footpath between the Poorsfield estate and the back stile should be kept open. Cllr Johnson agreed to report back on this issue to the council.

(iii) Chairman

- The Chairman reported to members that she had been given a quote of £638 to replace the door in the Grounds man's shed. The replacement door is urgent and it was unanimously agreed that the Chairman should order the new door.
- The Chair advised that she had received a quote for the removal of the half pipe and tarmac in the sum of £3,050. The modifications for access to the Parish office would be £1,950. It was agreed that the half pipe was unsafe and should be removed as soon as possible. It was proposed that the council should obtain some additional quotes for the removal work. Cllr Grant had sent the Parish Clerk some names of companies that could be approached; she agreed to resend the names to Cllr Kay.
- The Chairman advised that she had received two requests from the Community Association. The first was permission to have the Christmas Carols on the green. The second was to hold the Waterbeach Feast on the 7th June 2014. These requests were approved.
- The chairman requested permission from councillors to purchase the conditions of employment 'Green Book' in the sum of £57.00.

RESOLVED:

It was agreed that the Chairman should order the replacement door for the Grounds man shed.

It was agreed that further quotes would be obtained for both the half-pipe and the ramp.

It was agreed that the Community Association be informed that the Parish Council agree to their requests.

It was agreed to wait and not buy the Green Book at this point.

ameycespa requested additional information in support of the Grant application for outdoor exercise equipment.

RESOLVED: Cllrs J. Cornwell & Cllr P. Johnson agreed to look into this. There were 2 S106 agreements to be signed although it was not immediately obvious which developments they related to. Most likely it was 7 and 9 Denny End and the Bungalow in Way Lane.

RESOLVED: It was agreed that both could be signed once the Chair had clarified which bungalow was being referred to.

- The Chair advised that she had now received the 'gritting rotas' and information on the 'bus service' which she agreed to circulate.
- The Chair advised that Alan Lamb had provided a drawing of the Tillage hall indicating where the solar panels would be installed, underneath the skylights. Cllrs were concerned that contractors should have adequate indemnity insurance cover and would need to 'make good' any breakages or damage incurred when installing the solar panels.
- Complaints were received that the Parish council website is not up to date. Cllr Williamson advised that once he had received copies of the approved minutes he will upload them. Councillors discussed introducing a mailing list for people to receive council papers, agendas and minutes, for example. There was also a discussion about the Parish Council having a 'facebook' page.

RESOLVED: It was agreed that the new parish clerk could look at introducing a mailing list if appropriate when in post. There should also be an agenda item on the agenda for the September council meeting to further discuss the issue of a 'facebook' page.

(iv) **Library Officer**

Cllr Grant circulated a comprehensive library report which advised the following: Sue Williamson, Library Operations Manager, Cambridgeshire Libraries will leave the council on the 9th August 2013.

- Christine May outlined the new role of the Arts Council England (ACE), outlining the key messages of the paper 'The Library of the future'.
The full document can be found at this link: <http://www.artscouncil.org.uk/advice-and-guidance/browse-advice-and-guidance/library-future>
- Van Delivery Service-Key Principles
 - Revision of routes, long overdue and on the point of completion
 - Probability that we would be able to move to weekly deliveries with no charge
 - The service was taking on deliveries for other CC departments, amongst others the courier service for schools, which meant that the scope for the van routes was wider. This would enable us to manage weekly deliveries
 - The importance of having clear arrangements for the weekly deliveries (Nicola spoke to individuals outside the scope of the meeting)
- SLA
 - The Library Operations Manager advised that the SLA would need redrafting during the autumn period and this would be done by her successor
 - As part of the briefing, various models for service delivery were outlined
 - The Operations manager outlined the increased role of communities in determining service provision
 - Stock management was a concern and LOM outlined the improved information available through Spydus, the new library management system and collection HQ which might allow targeted support for LAPS
 - LAPs would be contacted to discuss the SLAs moving forward

- CRBs/DRBs
 - LAPS on schools sites have been asked to continue providing CRBs/DRBs for volunteers and to see evidence of existing checks. To register as a volunteer organisation with the DBS service costs £300 so CCC will continue to process checks at £15 per check. It was advised that the issue of CRBs/DRBs costs and payments would need further investigation.
- Statistics
 - **April-June:** 3313 total issues; junior 2377 and adult 853 books and 83 spoken word inc 3 DVDs, 29 new members, 470 regular users (within last year), 2197 visitors estimated per quarter based on the visitor count information.
- Reading Challenge
 - Over 60 registrations by the end of July for the national scheme and Mrs Crane has provided clear instructions and collated a variety of resources so that children get different activity sheets, stickers etc on their completion. There is a new reading challenge for adults also.
- In conclusion Cllr Grant said that the library was a success and is well supported by the community

(v) CAPALC

- Cllr Williamson advised councillors of a new electronic newsletter that would be circulated monthly. He urged fellow councillors to go to the website to 'sign up' to receive the newsletter.

(vi) Neighbourhood Watch

- Cllr J. Williamson advised that Polly Wilderspin wanted to revive Neighbourhood Watch and suggested a pilot in 'Cody Road'.
- Cllr Williamson also suggested that an article could be put in 'Beach News' requesting Neighbourhood Watch Co-ordinators. The Parish Council should also have a report/update in the next edition of Beach News.
- Councillors discussed the issue of problems with a permanent contact point in the Police and what the role of community policing for Waterbeach will be in the future; will the regular Police presence be replaced by PCSO's?
- Cllrs advised that although the Policing panels are not held in Waterbeach but in Histon, they always try to have a representative present at these meetings.

RESOLVED: Cllr Kay agreed to find out what the interaction is between the Transport Police and the village Policing.

(vii) Trees

- Advised that the trees on the gault had already been identified.
- Cllr Rabbett advised that the trees in Cardyke Road were now very large. It was advised that these would be the responsibility of the County Council.

RESOLVED: Maurice Leeke should be requested to ask the County Council to deal with the trees in Car Dyke Road.

(viii) Project Schedule

- Nothing to report under this item.

Cllr J. Rabbett left the meeting at 9.17pm.

60/13 ACCOUNTS

To approve the payment of accounts for the past month as set out on the schedule (copy attached).

Cllr M. Williamson presented the accounts to the meeting. There were a few issues with the headings, although there were no issues with payments made. Cllr Cornwell raised the issue of electricity usage in the New Pavilion and said that it seemed particularly high; it was agreed that the meter should be checked on a daily basis to get a more accurate picture of electricity usage.

RESOLVED: Cllrs B. Bull & M. Williamson will review the accounts in September to see if the headings are in the correct place. Cllr Kay agreed to look at the issue with regard to electricity usage at the New Pavilion.

Cllr Kay advised that the monies had been repaid by the County Council for the gate replacement.

The approval of the accounts was proposed by Cllr B. Bull and seconded by Cllr P. Johnson. There were 12 councillors voted in favour of approving the accounts and 1 abstention. It was agreed that the following accounts be approved for payment:

Accounts attached separately

Cllr J. Cornwell left the meeting at 9.28pm.

61/13 EXCLUSION OF PUBLIC

To exclude the public from the meeting because of the confidential nature of the business to be discussed.

Cllr D. Smart also left the meeting at this point.

62/13 SALARIES ETC.

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

Cllr Rabbett re-joined the meeting at 9.40pm

63/13 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 9.46 pm

Chairman