

WATERBEACH PARISH COUNCIL

Minutes of the meeting of Waterbeach Parish Council held on 1st April 2014 at 7.30 p.m. at the New Pavilion, Cambridge Road, Waterbeach.

OPEN FORUM

Andrew Evans raised the issue of poor lighting on the Recreation Ground and car park. This item was on the Agenda for the next Recreation User's Meeting.

Andrew also stated that it would be useful to hold some kind of hustings before the May 2014 elections.

Andrew commented that the Recreation Ground looked wonderful with the spring flowers and very green grass!

Andrew informed the Council that the Village Cricket Club was 125 years old this year and that on July 6th they would be holding a day to celebrate this. All were welcome to join them.

Keith Wells raised the issue of moving the Skate Park to the tennis court and the creation of a multi-use games area. The Chair said that discussions regarding a MUGA were not scheduled for this meeting. Councillor M Williamson said Keith could be sent details of the possible re-location, along with proposals to restore the current Skate Park to a tennis court. Councillor P Johnson stated that the re-siting would need planning permission. Councillor Bull stated that the Recreation Users Meeting had been rescheduled.

Jane Williams asked if the Council were sending representatives to Planning Meetings. Councillors Bull and Kay stated they tried where possible to attend on a case-by-case basis.

Christine Taylor stated she was disappointed by the timescale of the plans for the Skate Park. Councillor Kay said that these things were complicated and rightly took time to organise as it involved a great deal of public money.

Christine also commented that the current fuel and heating bill for the Village Green seemed high at £1030. The fact that this included the period of the Christmas lights was mentioned as a possible reason. The fuel bills were currently being monitored by the Clerk.

Mr Edwards said that they thought a consensus on moving the Skate Park had been reached and that occupiers of houses backing onto the Skate Park were concerned.

COUNCIL

PRESENT

Councillor Kay, Chair
Councillors Bull, Bullivant, Cornwell, Howlett, B Johnson, P Johnson, Rabbett, J Williamson, M Williamson, Wright.

IN ATTENDANCE

J Wright, Temporary Assistant Parish Clerk

APOLOGIES

Apologies for absence were submitted on behalf of Councillors Smith, Grant, Smart and Lloyd. Also from L Jones, Parish Clerk.

169/13 MINUTES

The Minutes of the meeting of the Council held on 6 March 2014 were approved as a correct record and were signed.

Proposed: Cllr J Williamson. Seconded: Cllr. P Johnson. In favour 9. Abstentions 2.

170/13 MEMBERS INTERESTS

Cllr Rabbett declared an interest in item 14 (Accounts)

171/13 PLANNING

S/0645/13FL Appeal by Manor Oak Homes. Land at West of Cody Road Waterbeach CB25 9LS. Appeal (ref: APP/W0530/A/13/2207961) begins 8 April 2014 at Cambourne at 10am. Councillor Bull said WPC comments are already submitted and there was no more information. Councillor P Johnson will be at the Appeal Meeting and will enquire whether Councillors Kay and Bull are required.

172/13 SKATE PARK

Councillor Cornwell stated that the Tender Document was complete but that the work had not yet been put out to tender. There may be a need for the Document to be checked by a potential Project Manager. Two quotes have been received for the Project Management, plus some free advice offered. The Clerk is to make arrangements for the co-ordination of the Project Management work. Councillor Cornwell and the Clerk are to meet again to discuss this. The Grant Application is also completed. Councillor M Williamson said CDM co-ordination is needed. The two quotes are for £2000 including CDM and £640 for Project Management plus £75 per hour for advice. Councillor M Williamson also stressed the need to get the Contract wording correct. Councillor Cornwell also said that she was looking at the Standing Orders for procedures where contract costs exceed £138,000 to determine whether they apply and would seek advice on this. Councillor Rabbett asked if the potential move to a new site could mean a further delay but Councillor Cornwell could not see why the Tender Documents could not still be issued.

173/13 OUTDOOR FITNESS EQUIPMENT

Councillor P Johnson stated that, no doubt, it had been seen that the equipment had been fitted and tested. Councillor Cornwell said that there would be a launch event on either the 18th or 25th April. A local exercise class will show people how the equipment should be used. There will be water and fruit available as refreshments. Councillor Cornwell will ask the Clerk to co-ordinate ordering of the refreshments. The event needs to be well advertised in e.g. Waterbeach Babble/Newsletter if possible. Councillors Wright and Cornwell advised that 25th might be a better date due to 18th being Good Friday with possible other events going on. Councillor Kay proposed that this event be given approval at the Meeting even though it was not an Agenda item.

Proposed: Councillors Cornwell. Seconded Cllr J Williamson. Unanimous.

Councillor Kay also advised that the monies to Pennine Playgrounds will not be sent until the funds from the Grant and s106 are transferred to the WPC current account.

174/13 STANDING ORDERS AND FINANCIAL REGULATIONS

Councillor Cornwell asked if it was a good idea to adopt new Standing Orders before the election. Councillor Kay stated that she thought it would be irresponsible to hand over to a new Council not having paid attention to the Standing Orders or Financial Regulations. Councillor M Williamson stated that the Financial Regulations were a lot clearer and that it had been a long time since either had been updated. The Finance Committee had considered them both in the form that they were issued by NALC.

Councillor M Williamson stated that he had reservations over the Standing Orders. Councillor Kay stated that NALC and CAPALC produce these so the Council should adopt them Cllr Kay said that it was more democratic if the Chair to the Council is elected every 12 months. Councillor M Williamson stated that the 3 year rule had been adopted and was considered long enough, Councillor Bull asked whether it should be a 4 year term to run concurrently with the Council. Councillor J Williamson clarified that the Chair must be elected every year but that 3 consecutive terms was the maximum allowable under present Standing Orders.

The Chair stated that it would be good practice to hand over to the new council workable and clear procedures.

Councillor M Williamson proposed that the Financial Regulations be adopted (and also placed on the website which he would do). Councillor P Johnson seconded and this was carried unanimously.

Councillor Kay proposed adoption of the Standing Orders, seconded by Councillor Bullivant. For: 10, against Councillor Cornwell.

Councillor M Williamson raised the subject of the Financial Regulations regarding cheque signatories. The law requiring 2 signatories was repealed 6 months ago but Parish Councils were urged by CAPALC not to relinquish this yet. There was no intention of proposing a change within WPC, or for the Council to switch to Online Banking at this time.

It was therefore RESOLVED that model Standing Orders and Financial regulations as issued by NALC be adopted in full.

175/13 FINANCE

The item regarding the sports clubs will be forwarded to the Rec Users Meeting. Councillor M Williamson stated that there had been a problem for a long time between receiving sufficient money to make a realistic contribution to the costs of maintenance but not too much leading to the closure of any of our sports clubs. Councillor Bull had been absent from the Finance Meeting where this was discussed and Councillor M Williamson would send her an e-mail regarding this.

With regards to the Cemetery and funeral fees, Councillor M Williamson stated that cemetery fees were currently tied to Church of England fees. Waterbeach is currently cheaper than many other local cemeteries and in real terms, cemetery fees were a small percentage of total funeral costs. Councillors Wright and B Johnson, along with the Clerk would put together proposals for new fees. Councillor Wright would research local fees, Councillor B Johnson had already obtained costs from Histon and Sutton and Councillor Wright asked if fees for Milton could be obtained. Councillor B Johnson would have these and report back for the next Council Meeting. Councillor B Johnson also enquired.

Councillor B Johnson also enquired about acquiring extra burial land and Councillor Kay stated that this was an ongoing issue, involving the MoD. Negotiations had stalled and Councillor P Johnson suggested the experience of other councils could be sought over this matter. Councillor M Williamson stated that in the past, high legal fees had been a problem. The land was going to cost £6500 according to Maurice Leeke but the legal fees were huge by comparison. Councillor Kay suggested that an agreement would be needed with regard to these fees.

176/13 CEMETERY

Councillor Wright stated that there already was such a policy to buy back current reserved spaces that are no longer required, at the current rate. There are plots that may no longer be needed and the owners should be approached. Councillor Bull advised the need for tact. Councillor Wright suggested this could be an item in the Newsletter. Councillor M Williamson said that in the past (January 2013) this had been done as a one off (item 16 on the Agenda for that Meeting). Councillor Kay therefore proposed that, although there wasn't a policy, this should be done.

Seconded Councillor B Johnson

Unanimous

177/13 ELECTION AND ANNUAL PARISH MEETING

Councillor Kay said there had been some confusion about this, but that the NALC rules state that the Parish Meeting cannot be held until after the election on 22nd May, but before 20th July. The Clerk has the application forms for the elections. The Chair reminded the Council that applications cannot be posted but must be delivered personally to the Monitoring Officer at Cambourne. Submission deadline is 24th April.

Councillor M Williamson said the electoral roll can be checked for list of registered voters and Councillor Cornwell asked if there would be a leaflet of personal statements and photos as last time. Councillor Kay said the words could be done and photos if this can be organised in time, and Councillor J Williamson said these should be delivered to all homes and placed on the Noticeboard and website. Councillor Bull said this needed to wait until the names of those standing were made public and Councillor J Williamson said this would be 1 week after the submission date. Councillor Kay would consult with the Clerk re. photos or candidates could supply their own. Everyone involved needs to be aware of the need for this and the word count for each candidate should be 60.

Parish Meeting Date – 25th June 2014, time TBC. Councillor Rabbett will book the school hall.

178/13 REQUESTS FOR FUNDING

Item withdrawn

179/13 COMMUNITY RIGHT TO BID

A decision regarding to the IT building had already been made.

The Council has been informed by SCDC that the Sun Public House may be up for sale. Councillor M Williamson suggested that a comprehensive list of buildings which are considered to be in the Village interest to keep as current use would be useful for these situations. A strategy was needed to deal with this. He suggested that advice from SCDC be sought before any approval by the Council. Councillor Kay said the significance to the Village needs to be taken into account of any building which may be affected. Councillor Bull believed that The Sun had a historical heritage compared to other pubs in the

area. Councillor P Johnson stated that the landlord also needed to be consulted. He referred to the Pear Tree at Hildersham as a recent example of where this has happened. Councillor M Williamson sought to defer this item to the next Meeting pending further research and this was agreed by the Council.

180/13 HEALTH AND SAFETY

- Councillor Wright raised the issue of ponies on the Gault during Feast Day and was a risk assessment needed. Councillor Kay said that the Community Association were responsible for these. It was their decision. Councillor Rabbett asked that the arrangements be discussed with the Groundsmen and she would feed back any concerns to the Community Association.
- Councillor Bullivant had also noticed that there was insufficient notification of a raised/missing manhole cover outside the Chapel. Councillor Howlett said it was the responsibility of whoever installed the manhole. Councillor Kay asked if he could ascertain who owned this manhole. Councillor Bullivant also raised concerns over the pot hole outside the One Stop shop. Councillor Wright confirmed this was a Highways Department issue.
- Councillor Howlett mentioned that Burgess Road appears to have been closed for over a week. Councillor Wright said the work was for services of some description but the Council had no concrete information as to how long this was to go on for.
- Councillor P Johnson asked that a dog bin be moved further down Primrose Lane, or an extra one be installed there.
- Councillor P Johnson also stated that there was an overhanging tree close to Back Stile footpath. Councillor Cornwell thought the land was Diocese owned. Councillor Wright would ring the Diocesan office and speak to John Green.
- Councillor B Johnson said there was a branch broken off a tree and suspended dangerously down towards the river before Bannold Drove. Councillor J Williamson thought the land was owned by 2 people who live in Spain. Councillor Kay would investigate trying to get in contact.
- Councillor Rabbett said there was a tree overhanging Parish Council land on Winfold Road. A letter from Sally Flint to this effect was handed to the Chair.
- The Parish Council have also been asked for permission to have access to The Green and The Gault on the Friday evening prior to the Feast for setting up purposes. It was agreed that this was fine if it didn't impact on the activities of the Pub Olympics. This access would be publicised in the Beach News etc. This was agreed unanimously.

181/13 REPORTS

- (i) **The Parish Clerk** report was handed out which is attached to these minutes.

- There was a consensus that a lot more progress could have been made on the Skate Park if the Clerk didn't keep getting so many Freedom of Information requests!
 - Councillor Wright asked whether a quote could be obtained for an upgrade to the photocopier to full colour and scanning or maybe switch to a Lease Agreement and Service Contract arrangement. It was agreed to ask the Clerk to investigate the costs of a complete upgrade rather than spend money adding additional functions to the existing photocopier.
 - Councillor M Williamson reported on the progress of the Parish Council Facebook Page which has restricted access at present. Again, further progress could be made with the assistance of the Parish Clerk once workload allows.
- (ii) **County Councillor** – County Cllr Leeke reported : -
- City Deal – improvements to the A10 have been moved higher up the agenda.
 - PCSO had raised concerns about parking by drop down kerbs after a mobility scooter accident.
 - Councillor Bullivant mentioned speeding issues passing the Salvation Army building.
 - Councillor Cornwell also stated there were problems of parking by the access points across The Green. Councillor Wright said a solution could be to extend white lines.
- (iii) **District Councillor** –District Cllr P Johnson reported: -
- The redevelopment of Robson Court still hasn't been named. Councillor J Williamson suggested Halsey Court. Councillor Bull suggested old names for apple varieties as there had once been an orchard on the site.
 - Bottisham Lock – a boat had drifted down river in the recent bad weather but had now been retrieved and moved to the other side of the river.
 - Extra lighting needed. This is a matter for the County Council. Cllr. Leeke said there is dissatisfaction in the Village with current lighting. Councillor P Johnson said that there were dark footpaths in Jubilee Close/Denny End for example. Councillor Kay suggested a comprehensive list be compiled of areas where lighting was unsatisfactory. Councillors B Johnson and Wright will try to do this.
- (iv) **Chairman**– no report submitted
- (v) **Library Officer** – no report submitted
- (vi) **CAPALC** – no report submitted

182/13 ACCOUNTS

Councillor Rabbett left the Meeting at this point.

A list of bills due to be paid was circulated to councillors.

Councillor M Williamson asked if we had yet been billed for the solar panels. Councillor J Williamson to liaise with the Parish Clerk over this.

It was **RESOLVED**. To pass the accounts for payment.

Proposed: Councillor Wright. Seconded: Councillor Bull. In favour 8. Abstention – Councillor Cornwell (checking purposes).

183/13 EXCLUSION OF PUBLIC

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

It is hereby resolved in accordance with section 1 (2) of the Public Bodies (Admission to Meeting) Act 1960 that as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted at the next agenda item (s) the Chairman asks that in the public interest the public and press are temporarily excluded from this meeting and herewith instructed to withdraw.

184/13 CONFIDENTIAL MATTERS

It was **RESOLVED** to confirm the Confidential Minutes of the Council Meeting held on February 4th 2014.

Proposed M Williamson, Seconded Councillor Howlett. Abstentions Councillor Cornwell (checking purposes) and Councillor Rabbett (due to issues relating to the salaries).

The Meeting closed at 9.25 pm

Chairman