

## **WATERBEACH PARISH COUNCIL**

Minutes of the meeting of Waterbeach Parish Council held on 3<sup>rd</sup> June 2014 at 7.30 p.m. at the New Pavilion, Cambridge Road, Waterbeach.

### **COUNCIL**

#### **14/1 ELECTION OF CHAIRMAN**

The outgoing Chair, Cllr Kay chaired the meeting for this item.

Nominated:	Cllr M Williamson	Proposed: Cllr P Johnson	Seconded Cllr B Bull
Nominated:	Cllr B Williams	Proposed: Cllr A Grant	Seconded Cllr I Gilzean

A written ballot was held. Votes: Cllr M Williamson 8 Cllr B Williams 6 Spoilt ballot 1

Elected as Chair: - Cllr M Williamson.

Cllr M Williamson signed a declaration of acceptance of office

#### **14/2 THOSE PRESENT / APOLOGIES FOR ABSENCE**

No apologies had been received and all councillors were present including former Chair Cllr Kay.

#### **14/3 APPOINTMENT OF VICE CHAIRMAN**

Nominated:	Cllr B Bull	Proposed: Cllr P Johnson	Seconded Cllr B Johnson
Nominated:	Cllr B Williams	Proposed: Cllr K Grant	Seconded Cllr I Gilzean

A written ballot was held. Votes: Cllr Bull 8 Cllr B Williams 7

Elected as Vice Chair: - Cllr B Bull.

Cllr Bull signed a declaration of acceptance of office

#### **14/4 INTRODUCTION OF COUNCILLORS**

The new Chairman asked each councillor to briefly introduce themselves to all present and indicate their areas of interest, which were as follows: -

Cllr. Howlett	Recreation Ground, Highways, Employment
Cllr. Bull	Recreation Ground, Planning
Cllr. B Johnson	Cemetery, Planning
Cllr. P Johnson	Planning, Highways, Finance, District Council
Cllr. Williams	Recreation Ground, Highways, Planning, Finance
Cllr. A Grant	Finance, Employment, Recreation Ground, Planning
Cllr. Gilzean	Finance, Planning
Cllr. Wright	Planning, Highways, Cemetery, Employment, Winter Gritting
Cllr. Shipp	Recreation Ground, Finance, Cemetery
Cllr. Smart	General Interest

Cllr. J Williamson	Finance, Planning, Community General
Cllr. Rabbett	Finance, Planning, Community
Cllr. Gaunt	Planning, Highways, Recreation Ground
Cllr. K Grant	Finance, Planning, Opportunity to extend the Recreation Ground, Trees
Cllr. M Williamson	All

Cllr Williamson also welcomed Cllr P Johnson in his role as re-elected District Councillor

#### **14/5 PUBLIC FORUM**

Matters raised were: -

**Lawnmower** – former Councillor Cornwell wished it to be put on record that the Parish Council lawnmower formerly in her care had been returned long ago.

**Drains** – the fitting of non-return valves in a property by Anglian Water moves the problem further down the line whereas it is felt that the main issue is insufficient capacity of the treatment works

**Cemetery** – formal complaint ref damage to gravestones

Need for a **pedestrian crossing** highlighted by the temporary closure of One-Stop.

**Skatepark** location and working party.

#### **14/6 MINUTES**

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

Proposed: Cllr Howlett. Seconded Cllr Bull. In favour: 9 (6 Abstained, not present at May meeting)

#### **14/7 MEMBERS' INTERESTS**

(a) The Chair spoke about the importance of declaring interests and drew members' attention to the relevant parts of the Code of Conduct.

Cllr Rabbett declared an interest in item 14/17 monthly payments as her husband is an employee.

(b) Members were formally reminded that they must submit a formal notification of any disclosable pecuniary interests within 28 days of election on the forms provided. Some members asked that the Clerk arrange for signatures to be redacted from the copies uploaded to the District Council website.

#### **14/ 8 MEETINGS SCHEDULE FOR THE YEAR**

The Clerk had circulated a provisional schedule of meeting dates for ordinary meetings of the Council and committees for the municipal year.

It was suggested that the Recreation User Group and Highways Committee meetings should preferably be scheduled shortly before the December Finance meeting.

A Finance meeting is needed soon so 10 June should remain scheduled, but other Finance meetings should be in July, October, December and January to enable timely reporting of each quarters and setting of the precept.

It was agreed to move the Rec Users meeting to the second Tuesday in December, possibly on the same evening as another meeting.

## **14/9 APPOINTMENT OF COMMITTEES**

At the first Committee Meeting the Chair and Vice Chair will be appointed and the Terms of Reference reviewed and submitted to the full Parish Council for approval.

A number of suggestions were made including that no committees be elected and all Councillors are members of each Committee, that any Committee with executive powers should have at least 6 or 7 members to be quorate, that a third or 3 members should be present for a meeting to go ahead and it was requested that the Committee agendas are sent to all Councillors.

A formal resolution was proposed that at least 5 Committee members are present to make any decisions when a committee has delegated powers.

Proposer: Cllr Shipp    Seconder: Cllr Williams.    Unanimously agreed.

### **Planning Committee Members**

Cllrs K Grant, Gaunt, Rabbett, Wright, Gilzean, A Grant, P Johnson, B Johnson  
Cllrs M Williamson and Bull,

### **Finance Committee Members**

Cllrs K Grant, Rabbett, Shipp, Gilzean, A Grant, P Johnson  
Cllrs M Williamson and Bull

### **Highways Committee Members**

This is an advisory and not a decision making Committee.

Cllrs Gaunt, J Williamson, Wright, Williams, P Johnson, Howlett, Smart  
Cllrs Williamson and Bull  
Also County Councillor Leeke and District Councillor Hockney  
Interested residents may be co-opted.

### **Recreation Advisory Group Members**

Discussion took place on extending the Committee remit.

Cllrs. Gaunt, Smart, Shipp, Gilzean, A Grant, Williams, Howlett,

### **Employment Panel Members**

Discussion took place on the current role of the Employment Panel. It was suggested the Terms of Reference are updated but it was agreed that we stay with the current Terms and review.

Cllrs A Grant, J Williamson, Wright, Williams, Howlett  
Cllrs M Williamson and Bull

## **14/10 APPOINTMENT TO OUTSIDE BODIES AND OF LEAD PERSONS FOR VARIOUS ACTIVITIES**

**Footpaths** – a letter to be sent to David Armstrong thanking him for his hard work in the past. Cllrs Wright, B Johnson and P Johnson all volunteered to help. This would include helping with a litter pick.

**Community Association** – Cllr Gaunt volunteered to represent the Council at Community Association meetings which are held 4/5 times a year.

**Library** – Cllr K Grant

**Twinning and Village Church** – Pam Gooding. The Clerk was asked to approach Mrs Gooding for an update on this.

**Youth** – Cllrs Rabbett, Bull and Williams. It was suggested these councillors should meet with WAY and should also get involved with the skatepark working party.

**Play Areas** – It was agreed that this should be part of the remit of the Recreation Users Group

**Trees** – Cllr K Grant

**Charity Football** – This was also to be incorporated into Recreation Users Group responsibilities. There was discussion regarding a number of trophies which should be returned to the village.

**Cemetery** – Cllrs Wright, Gilzean and B Johnson

**Charities** – Almshouse Charity, Turbary Charity, Waterbeach United Charities, Tillage Hall. It was agreed that the Clerk should write to these Charities and ask them what their records show regarding the status of Parish Council nominations to the various organisations. This matter should then be considered at a later meeting.

**Play Area Safety Checks** – formal lists to be put together for safety checks in all play areas to report problems/no problems: -

**Chattering play area** - Cllr. Gaunt

**Skate Park**– Cllrs Bull and Rabbett

**Waterbeach Play Area and new Exercise Equipment**– Cllrs Bull and B Johnson.

It was agreed that village inspections be reintroduced and the Clerk will attempt to coordinate dates when most councillors could participate.

## **14/11 CREATION OF WORKING PARTIES**

### **a) Skate Park Working Party**

Cllrs A Grant, P Johnson and M Gaunt to be Parish Council members.

It was agreed that Janet Cornwell be co-opted on to the Working Party in view of her previous hard work on this project. Mr Michael Edwards was also co-opted.

### **(b) Community Infrastructure Levy.**

Cllrs Williams, Bull, K Grant and Rabbett

The CIL will replace the previous Section 106 funding. Any comments the Parish Council wish to feed back need to be with SCDC by 7 July 2014.

### **(c) Cemetery**

Cllrs Wright, B Johnson and Gilzean.

## **14/12 ANNUAL ACCOUNTS**

The Chair gave a report on the Annual Accounts; a detailed report on actual versus budget had previously been circulated.

Some of the key points raised were:

- Overspend on casual staff
- Underspend of approx. £3,500 on recreation ground costs
- Loan repayments are made 6 monthly
- Grants are below budget
- Bank interest doing well, some of this is S106 interest
- Cost of training under budget due to many staff changes

It was agreed that a whole council training session be organised in advance of the next meeting.

A meeting will be arranged to sign off the Annual Statement of Governance.  
[Post Meeting Note – Meeting arranged for 8 pm on Tuesday 17 June 2014.]

The internal auditor's report will be circulated to councillors.

### **14/13 ANNUAL PARISH MEETING**

The meeting had been scheduled for 25 June but the Parish Clerk was unable to attend on this date and it was felt better to have the meeting on a date the Parish Clerk could attend. A proposal was put to the meeting to defer the APM for one week to Wednesday 2 July.

Proposer: A Grant    Seconder: J Rabbett    Unanimous

### **14/14 APPLICATIONS FOR GRANTS**

An application for grant had been received from 1<sup>st</sup> Haddenham Guides for a donation towards the cost of a trip to Belgium involving participants from Waterbeach.

Following a discussion on the overall benefits of this grant to Waterbeach a proposal was put forward to reject this application.

Proposer: B Williams    Seconder: B Bull    Agreed

It was agreed to suggest the girls individually could apply to the Waterbeach United Charities for support.

### **14/15 HEALTH AND SAFETY**

The Chair went round the members for any issues to be raised:

K Grant – None

M Gaunt – None

J Rabbett – None

J Williamson – concerns with the way people were parking around the Gault.

D Smart – The grounds staff had been seen mowing the Gault with the roll bar lowered.

A Shipp – As above – roll bar should be used at all times. Mobile first aid box on tractors at all times.

*[Post Meeting Note: The Parish grounds staff were working in line with the Risk Assessment for the task in hand and Operators' Instructions supplied with the vehicle.*

*A request has been submitted to the Health & Safety Executive for further guidance.]*

A Wright – The slabs around the Fire Engine House have become a trip hazard. The doors on the Fire Engine House are also rotten at the bottom.

I Gilzean – Ongoing use of skate park item that has been declared unsafe. Parking concerns around the Gault.

*[Post Meeting Note – the whole skate park has now had to be padlocked again due to safety concerns.]*

A Grant – Overhanging trees on the road between Waterbeach and Fen Ditton.

B Williams – None

P Johnson – None

B Johnson – None

M Howlett – Pot hole at the top of Vicarage Close is getting bigger. There is a problem with vans parking close to the junction of Cambridge Road and Glebe Road which makes visibility on turning out very difficult. Report to be sent to the PCSO.

## **14/16 REPORTS**

### (i) Parish Clerk

- It was agreed that the Clerk should proceed with the work on replacement lights in the New Pavilion as detailed in her report.
- First Capital Connect will no longer be running the Waterbeach rail line. Chair to write to see if a meeting can be arranged with the new franchisee (Govia). Cllrs K Grant and P Johnson interested in attending. Cllr P Johnson also to try and contact Govia.
- Photocopier – Costs were presented to the meeting to purchase or lease a new photocopier for the Parish office which would also scan and print colour. Various other options were suggested by members and further quotes would be sought.

### (ii) County Councillor

- Cllr Leeke reported a change at the County Council which was moving from cabinet to committee structures.
- Park and Ride – parking charge will be introduced mid-July in addition to the bus fare. Concessions to be withdrawn next year.
- Winfold Road – resurfacing work to start this month.
- Highways Improvements – bids are currently being taken. Waterbeach might like to try again for a crossing or for another scheme.

### (iii) District Councillor

- 30 extra parking spaces have been planned by Network Rail in the old goods yard next to the station but access may be an issue.

### (iv) Chairman

- No items to report

### (v) Library Officer

- Grant cheque had been received for Reading Challenge.

## **14/17 MONTHLY PAYMENTS**

Cllr Rabbett left the meeting due to Conflict of Interest.

Points raised:

Cllr A Grant felt the cost of dog gloves was high. The problem has been finding an alternative to fit the dispensers. Possible alternatives were suggested and the information passed to the Parish Clerk to investigate further.

Cllr Shipp queried an item from G&J Peck for a repair to equipment which stated labour costs only – the Clerk explained that this was due to the parts being under warranty.

The Chair asked for the June accounts to be agreed by those present.

Proposer: J Williamson    Seconder: P Johnson    12 agreed and 1 abstention (Cllr Smart). Cllr Wright did not vote due to declared Conflict of Interest. Cllr Rabbett not present for the vote.

There being no other business the Meeting closed at 9.50 pm

**Chairman**