

WATERBEACH PARISH COUNCIL

Minutes of the Meeting of Waterbeach Parish Council held on Tuesday 2 June 2015
at 7.30 pm at the Old Pavilion, Cambridge Road, Waterbeach

15/22 THOSE PRESENT/APOLOGIES FOR ABSENCE

PRESENT: Cllrs: M Williamson (Chairman), B Bull, M Gaunt, I Gilzean, A Grant, M Howlett, B Johnson, P Johnson, A Shipp, B Williams, J Williamson, A Wright.

IN ATTENDANCE: 2 members of the public, County Cllr Maurice Leeke and Mrs Gail Stoehr (LGS Services)

APOLOGIES: Cllrs J Rabbett, D Smart (ill), K Grant (Out of Parish)

15/23 OPEN FORUM

Open forum of fifteen minutes duration for members of the public to address Councillors. A member of the public may speak for up to 3 minutes to make representations, answer questions and give evidence at a meeting in respect of the business on the agenda (Standing Orders 3s, 3f and 3g).

A resident was pleased that the Planning Committee had approved the skate park.

15/24 MINUTES

To confirm the minutes of the meeting of the Council held on 5th May 2015

RESOLVED to suspend the Standing Order requiring the minutes of the last meeting to be read. (Prop AW, 2nd JW)

RESOLVED that the minutes of the meeting be approved as a true record and signed by the Chairman. (Prop IG, 2nd AS, carried with 2 abstentions)

15/25 MEMBERS' INTERESTS

To receive declarations from members as to disclosable pecuniary and other interests and the nature of those interests in relation to any agenda item.

Cllr A Grant declared a disclosable pecuniary interest in Item 65 of the payments list.

Cllr P Johnson declared an interest in South Cambridgeshire District Council matters as District Councillor.

15/26 ANNUAL RETURN

To resolve to approve the year end accounts as in Section 1 of the Annual Return

To complete Section 2 of the Annual Return. Each question will be read out to the council and they must answer 'yes' or 'no' at the meeting. Section 2 is completed during the meeting. This is important as Councillors are making a joint decision.

RESOLVED to accept the recommendation of the Finance Committee that the Parish Council adopt papers circulated by the Finance Committee enabling the completion of the annual return accounting statement boxes 1 to 8 and also the significant variances explanations. (Prop PJ, 2nd BB, carried with 9 in favour, 2 abstentions and 1 against)

RESOLVED given the recommendations from the Finance Committee with regards to the internal audit and as Box 9, Total Fixed Assets, and Box 10, Total Borrowings, had not been circulated, that a meeting will be held on Tuesday 23 June to consider Boxes 9 and 10

and the Annual Governance Statement.

RESOLVED that a letter should be sent to the Internal Auditor stating that if the Annual Return and her Internal Audit report were not received within 7 days, the Parish Council will actively seek another internal audit.

15/27 GRANT FUNDING

To consider a grant application from Relate.

A proposal was made to grant the sum of £200. (Prop JW, 2nd BB) A proposal that the amount be amended to £150 was received. The original proposal was withdrawn.

RESOLVED, in accordance with its powers under Section 137 of the Local Government Act, 1972, it was agreed that the Council donate £150 to Relate, which, in the opinion of the Council, is in the interests of the area and its inhabitants. (Prop BJ, 2nd PJ, carried with 8 in favour and 2 against)

15/28 FINANCE

To authorise the RFO in consultation with the Chair of the Finance Committee to review the Council's day to day banking arrangements and make appropriate recommendations to the Council.

RESOLVED that the RFO be authorised to investigate alternative banking arrangements and to bring a recommendation to a future meeting.

15/29 RELOCATION OF POST OFFICE

Report on the current situation.

Cllr Bull declared an interest given her connection with the Post Office left the meeting. RESOLVED that a report be brought to a future meeting. Cllr Bull re-joined the meeting.

15/30 TO DISCUSS ADOPTION OF A SICKNESS AND ABSENCE PROCEDURE

Draft policy circulated.

RESOLVED to adopt the following policies: Dignity at Work, Bullying and Harassment, Sickness and also Absence and Health and Safety having inserted in the Sickness and Absence policy, Section 2 the word "calendar" before the words "7 days." (Prop BJ, 2nd AW)

15/31 HEALTH AND SAFETY

An opportunity for Members to raise issues of which they are aware. It should be noted that any issues relating to members of staff should not be raised here but should instead be reported directly to the Clerk or, if they concern the Clerk, reported to the Chair of the Parish Council.

Cllr Bull reported on a resident's complaint that the branches of a tree on Way Lane by the School were obstructing access. The complaint was passed to the County Councillor.

Cllr P Johnson reported that large branches in trees by the station were dangerous. This was passed to the County Councillor.

Cllr B Johnson reported problems with a dog bin and a hole in the tarmac by the telephone exchange. Cllr Johnson will report this via the CCC online reporting system or via Fix My Street.

Cllr Wright raised the diversion of lorries through the village. Vehicles were waiting on railway lines and were not being monitored by the Police or the Railway Police. Cllr Williamson is to raise this at the Police Panel Meeting.

Cllr A Grant raised the subject of the weight limit on the bridge between the village and Horningsea.

Cllr Gaunt reported that the seats around the play area in Chittering are in need of maintenance. The weeds also needed attention.

Cllr Shipp raised pothole problems, and the hump at the railway crossing needs attention as the soil near the brick culvert is sinking away. Cllr P Johnson is to take this up with Network Rail.

Cllr Gilzean reported that the fence by the Tillage Hall car park needed work as a child or car could go into the dyke due to the 8 foot gap. The shared access is to be inspected.

15/32 REPORTS

To receive reports (if any) from the following -

a. Parish Clerk

No report available.

b. County Councillor

Cllr Leeke reported on:

- the Central Library changes
- the County Councillor division and the proposed changes affecting Waterbeach
- level crossings and the Network Rail announcement that they will be replaced by bridges between King's Cross and Doncaster. It is their intention that the crossing at Foxton will be replaced in 2020.

c. District Councillor(s)

Cllr P Johnson spoke to his written report as already circulated (April 2015). This covered:

- An update on the skate park planning permission
- the suspension of the Local Development Plan
- gully drains
- a suggestion that the Church offers help to put out bollards or offers parking. The Parish Council is to approach the Church.
- the Speedwatch meeting. The Parish Council agreed that this could be held in its offices.
- Footpaths
- Road markings
- The station car park.

The County Councillor was asked to look into the road marking problems.

d. Chairman

The Chairman spoke to his written report as already circulated. This covered:

- Anti-vibration gloves
- The Electoral Review of Cambridgeshire. This is to be an agenda item at the meeting on 23 June.
- A meeting with the Stukeleys. It was agreed to arrange a briefing meeting, to be open to the public, as this would be useful. Cllrs M Williamson and Bull are to make arrangements.

e. Library Officer

No report available

f. Tree Officer

A parishioner had complained about the removal of a plane tree. The Chairman is to respond that the Council is looking into the matter.

g. Cemetery Working Party

The working party had not met. Cllr Wright had met with Urban and Civic regarding a proposed extension to the cemetery and their response was awaited. The Association of Burial Authorities and the National Association will be approached as to the benefits of membership and a report will be brought to the next meeting.

h. Skatepark Working Party

RESOLVED that the Recreation Ground Working Group is to consider a resident's suggestion that the old skate park be used for netball and bring a recommendation to a future meeting.

RESOLVED in principle that the Parish Council agrees Ruth Fairbairn's Family Fun Day in August using of the Tillage Hall subject to the usual risk assessment. Cllr Gaunt is inform Ruth Fairbairn and ask her to speak to the Clerk.

The Planning Conditions required for the new skate park included an archaeological dig and other design and build conditions, may result in delays with the contractor.

i. Emergency Plan Working Party

A meeting is to be arranged to finalise the plan.

j. Toddler Playgroup Working Party

Pre-application planning advice is awaited from SCDC.

RESOLVED to add "Neighbourhood Development Plan" and "Local Development Plan" under reports on future meetings.

Caroline Hunt of SCDC wishes to speak to the Council about the area to be designated. A meeting with Ms Hunt and Jo Mills is to take place next week. Members were encouraged to attend as this is a working group meeting.

15/33 ACCOUNTS

Reimbursement of expenses for Cllr K Grant for attending the SLCC Roadshow & Training on 15th April 2015 at a cost of £62.10p

Cllr A Grant left the meeting at 8.47 pm, having previously declared an interest. The members of the public and the County Councillor left the meeting and did not return.

RESOLVED that the payment to K Grant for £62.10 should be paid on this occasion, but in future has to be pre-authorised by the Clerk. (Prop MW, 2nd AW, carried with 7 in favour and 4 against)

A draft policy for how and when members may reclaim their out of pocket expenses is to be considered at a future meeting.

RESOLVED that the payments as shown in the payments list (appended), be approved for payment. (Prop BB, 2nd AW, carried with 1 abstention)

15/34 FUTURE AGENDAS

An opportunity for Members to suggest items for inclusion in future parish council meeting agendas.

Items for the next meeting are to include:

The replacement of a tree
The availability and supply of dog gloves
Parking outside the One-Stop shop.

15/35 EXCLUSION OF PUBLIC

RESOLVED that in accordance with S1 (2) of the Public Bodies (Admissions to Meetings) Act 1960, in view of the confidential nature of the business to be transacted, that is, employment matters, the public were temporarily excluded from the meeting and were instructed to withdraw. No members of the public were present. Mrs Stoehr was invited to remain. (Prop MW, 2nd BW)

15/36 MEMBERS' INTERESTS

15/37 CONFIDENTIAL MINUTES

15/38 CONFIDENTIAL EMPLOYMENT MATTERS

At 9.30 pm, the meeting was re-opened to the public. No members of the public returned. There being no further business, the Chairman declared the meeting closed at 9.30 pm.

Signed Chairmandate
