

WATERBEACH PARISH COUNCIL

Minutes of the Parish Council zoom meeting held on **Tuesday 6 October 2020 at 7pm**

20/94 THOSE PRESENT/APOLOGIES FOR ABSENCE

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Present: Cllrs Bavester, Bull, Gilzean, Cllr Howlett, Grant, B Johnson, P Johnson, Rabbett, Seamarks, B Williams, J Williams, J Williamson, M Williamson, Wright

Apologies: None

Also in Attendance: Michael Scott – Project Manager (item 20/99), S Mason – Clerk, County and District Cllr Bradnam, District Cllrs Smith and Rippeth

20/95 OPEN FORUM

The Chair of Waterbeach Colts outlined the arrangements in place to use the sports pavilion toilets. These were working well and she hoped the Council would agree to the request to allow prepacked food and hot drinks to be sold from the front of the pavilion. (ref item 20/100)

The Chair of the Waterbeach Bowls Club explained what they had been doing to maximise design. He felt some of the indicative costs in the PM's budget figure were either unnecessary or too high. While the overall size is acceptable, it was important to the club they had a facility that they felt was fit for purpose which is why they were looking for additional storage space to be added. (ref item 20/99c).

20/96 MEMBERS' INTERESTS

Cllr M Williamson – item 20/99c – Personal interest as a member of the Tillage Hall management Committee.

Cllr J Williamson - item 20/99c – Personal interest as a member of the Tillage Hall management Committee

20/97 MINUTES OF THE LAST MEETING

The minutes of the meeting held on 1 September 2020 were approved and will be signed as a true record.

Proposed: Cllr B Johnson Seconded: Cllr Wright. Unanimous

20/98 EXPENDITURE

a. To receive a report and approve quote for cemetery and play area ride-on mower

It was **AGREED** to approve the purchase of a ride on Etesia Pro 80 mower at a cost of £5,270

Proposed: Cllr B Johnson Seconded: Cllr Howlett. In favour: 10 Against: 1 Abstentions:3

B. repair of the bus shelters on Denny End Road

Members noted the quote provided by Simon Pollard represented a more durable solution than offered by large Perspex panels alone and the quote of £1,108.80 + VAT was **APPROVED**

Proposed: Cllr Gilzean Seconded: Cllr Seamarks Unanimous

C. to approve a quote for the repair of the broken electric box on the Village Green

Members noted the repair was a complex task and **APPROVED** the quote of £1,715 (excl VAT and disconnection/reconnection of incoming supply and meter) from Langley and Sons Ltd.

Proposed: Cllr Gilzean Seconded: Cllr Wright Unanimous

20/99 S106 ISSUES

Michael Scott, who was project managing a number of these issues joined the meeting for this discussion.

A.. Situation report. The Clerk's report was noted. Although this provided assurance that there were no extant expiry dates for handing back un-used contributions before 2024, were Cllrs were nonetheless disappointed that additional professional support had not yet been commissioned to provide a more in depth analysis and reiterated this was still needed. The Clerk reported that interviews for a Finance Officer were now scheduled - and this would be a key element of the new role.

B. Recreation Ground Car Park

A quote of £2,550 + VAT for signage work was **APPROVED**.

Proposed: Cllr Bull Seconded: Cllr Gilzean Unanimous

The Chair had received a request for the cycle parking area to be covered and the Clerk was asked to explore options together with the Project Manager

The Project manager had suggested one option for lighting was to attach low resolution and motion activated lights to the sports pavilion/Tillage Hall. The Clerk was also asked to work with him to produce options and costings for this too.

C1. Bowls Pavilion.

The Project Manager advised planning permission had been secured with a number of conditions, all of which ought not to present any difficulties. As far as the budget was concerned, this comprised more than just the building shell and in particular there were unknown around ground conditions, electrics and drainage. A budget based on an average cost per m2 in line with industry standards had been drawn up. Once a detailed design was ready the figure could be predicted with greater accuracy. The council **AGREED** to earmark a sum of up to £170k from S106 funds for the project.

Proposed; Cllr Wright Seconded: Cllr Rabbett In favour: 12 Abstentions: 2

C2. To receive a [grant request from Bowls Club](#) for fixtures and fittings.

Item deferred pending progress on the building project.

D. Indoor Community S106 - to receive a [request from the Tillage Hall Management Committee](#) to commit S106 funding for a new kitchen in the Tillage Hall

It was **AGREED** to earmark up to £15,000 from S106 funds to refurbish the kitchen.

Proposed; Cllr B Johnson Seconded: Cllr P Johnson In favour: 10 Against: 1 Abstentions: 3

The TH Committee should now obtain some up to date comparative quotes to present to the Council. Councillors noted a query on whether the shutter now complied with current safety standards and felt they did not then this should be addressed as an urgent H&S issues. They were pleased to hear that advice from the Fire Officer was being sought on this.

E. It was **AGREED** to approve the new order for mobile bookcases.

Proposed: Cllr J Williamson Seconded: Cllr Seamarks Unanimous

The Library Officer also advised that a further proposal was being developed but an approach would be made to the County Council who were holding the S106 library contribution paid as part of the Papworth nurses' accommodation.

It was unanimously agreed to extend the meeting for a further 30 minutes.

20/100 HEALTH AND SAFETY

It was **AGREED** to allow the Colts to sell hot drinks and pre-packaged goods at the front of the pavilion.

Proposed: Cllr Gilzean Seconded: Cllr Bull In favour: 13 Against: 1

Other issues raised including problems with the Cemetery gates and the need to trim the foliage on either side of the cemetery approach lane.

20/101 ANNUAL GOVERNANCE AND ACCOUNTING RETURN FY2019-2020

To note an [amendment to Section 2](#) of the return.

The Clerk explained that the Box 6 figure had been amended to include two missing bank interest payments (CCLA dividend payment in June and CBS interest payment in December). These had been reported to Council previously along with a missing dividend statement from 31 March, but in error, only the March correction had been taken account of when the original section 2 was completed.

The Clerk had also circulated a completed internal audit checklist for information. This would be reviewed by the Finance Committee at its next meeting.

20/102 ACCOUNTS

The accounts presented were **APPROVED** for payment.

Proposed: Cllr Bavester Seconded: Cllr Howlett In favour: 12 Abstentions: 2

b. The following invoices were also approved:

- Waterbeach School: library rent for July – Sept 2020 (£500)
- B Langley and Son: electrical repairs in Sports pavilion – (£51.50 incl VAT)
- Brookfields for cemetery grass cutting (£300)
- LGS for internal audit services (£300)
- M Scott Associates – bowls pavilion work (£437.50)
- EPSO - disposable gloves (£17.70) and an H&S sign for the sports pavilion (£22)

Proposed: Cllr J Williamson Seconded: Cllr B Johnson In favour: 13 Abstention: 1

c. To note the [bank reconciliation for August 2020](#).

This was noted and the Clerk explained that CCLA dividend statements were now being sent by email which had meant information was being received in a more timely manner to enable the reconciliations to be done.

20103 BANNOLD ROAD ISSUES

It appeared a traffic count camera was operating in to the south of Anglers Way. This was felt to be an odd location for it as North of Park Crescent would be more appropriate. The Clerk was asked to find out more about it.

20/104 OFFICER & COUNCILLOR, COMMITTEE AND GROUP UPDATES

The report from County and District Cllrs had been circulated. IN discussion the following points were raised:

- County Cllr Bradnam was asked to check what County Highways were planning to do regarding concerns raised about unsafe trees on Clayhithe Road between the Bridge and the Railway Station.
- Council welcomed news that a proposal to close Clayhithe Road to motor traffic had not been taken forward by the County Council who had recently published a second tranche of cycling and walking measures it would be installing around the County.
- County Cllr Bradnam reported that the MVAS sign had been in situ in Milton for some weeks. A new lead was needed to take on the task of identifying locations and developing a roster for moves.

The Clerk's report had been circulated. The following points were also covered

- There had been a concern from a resident that the car park barrier was set too low – but it had been set at slightly over 6 foot to block unwanted visitors.
- Tim Slater, WPC's planning consultant was preparing a briefing note on the recent application from RLW to amend the parameter plans. In order to make best use of the time the Clerk would arrange for him to do a short pre-meeting briefing call by zoom to the Chair and Vice Chair of the Planning Committee (plus Council Chair).

The Library officer reported that the appointment system working well although football was inevitably restricted due to Covid measures.

The tree officer had attended a useful webinar and circulated her notes.

20/105 PLANNING ISSUES

a. To comment on a [request into SCDC](#) for to rent/licence [part of a garden](#) owned by them at 2 Coronation Close.

It was **AGREED** that the Parish Council would not be in favour of a sale of the part of the garden as this would affect future potential tenants. In its view it would be preferable to make arrangements for some sort of licence agreement (akin perhaps to allotment tenancy agreements) that could be offered for renewal each year (if the parties agreed it).

Proposed: Cllr Grant Seconded: Cllr B Williams In favour: 13 Abstention: 1

b. [Cambridge North East Area Action Plan](#)

After much discussion it was **AGREED** that WPC would be a joint signatory to the draft letter prepared by neighbouring parish councils

Proposed: Cllr J Williams Seconded: Cllr Bavester In favour: 8 Abstention:4 Against: 2

c. [Government planning for the Future White paper](#)

Item not discussed owing to lack of time.

20/106 CYCLE PARKING IN WATERBEACH

It was **AGREED** to opt for the Sheffield stand design

Proposed: Cllr Rabbett Seconded: Cllr P Johnson Unanimous

It was unanimously agreed to extend the meeting for a further 15 minutes.

20/107 BENCH POLICY

a. Cllrs received a request relayed by Cllr Howlett on behalf of a resident and **AGREED** to give permission for a bench by the skatepark.

Proposed: Cllr Howlett Seconded: Cllr Gilzean Unanimous

b. To agree a memorial bench policy

Item not discussed owing to lack of time.

20/108 EXCLUSION OF PUBLIC

It was unanimously **AGREED** to exclude the public from the meeting because of the confidential nature of the final item.

20/109 CONFIDENTIAL STAFFING MATTERS

The minutes for this part of the meeting can be found in the Confidential minutes book.

The meeting closed at 9.45pm

SIGNED..... DATE.....