

**WATERBEACH PARISH COUNCIL**  
**Notice of Meeting**

Minutes of the Parish Council zoom meeting held on **Tuesday 5 January 2021 at 7pm**

**THOSE PRESENT/APOLOGIES FOR ABSENCE**

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

**Apologies: Also in Attendance:** S Mason – Clerk, S Thompson – Finance Officer, County & District Cllr Bradnam, District Cllrs Rippeth and Smith

The meeting opened with a period of reflection to commemorate the following former Parish Councillors who sadly passed away last year:

Jacqui Rabbett  
Ray Rice  
Bill Saberton

**20/145 OPEN FORUM**

The Chair of Trustees of Waterbeach Action for Youth elaborated on the rationale for the grant funding application. Unlike previous applications this one covered a two year period and covered match funding for a bid into CCF's Innovate and Cultivate Fund. WAY has been encouraged to apply for a grant to build upon the service we currently provide as well as become a peer mentor to other youth groups by creating a set of resources and then provide training and support to prospective youth clubs within the county.

**20/146 MEMBERS' INTERESTS**

Cllrs M and J Williamson – item 20/148a as members of the Tillage Hall Management Committee

Cllr Wright – item 20/148c as a Trustee of the Military Museum

**20/147 MINUTES OF THE LAST MEETING**

The minutes of the meeting held on 22 December 2020 were approved subject to the following amendments to item 20/143:

To consider arrangements to make ~~for~~ hard copies to be available for public viewing:

It was **AGREED** in principle to arrange for 50 hard copies of the Neighbourhood Plan ~~Consultation Statement~~ and 3 of each of the other NP Documents to be available by appointment from the Parish Office or Library.

**Proposed: Cllr Rabbett Seconded: Cllr B Williams In favour: 13 Abstentions: 1**

These annotations will be made to the minutes which will then be signed as a true record of the meeting.

Item 20/152 was discussed next, but is reported in minute reference order – see below.

**20/148 S106 PROJECTS**

a. S106 overview on progress.

The meeting noted the progress made to complete the tracking of payment streams and looked forward to receiving a full briefing report when this work was complete.

#### b. Refurbishment of Tillage Hall kitchen

A decision on this item was deferred pending the following:

To check if SCDC Environmental Health had any comments

To ask suppliers if the fixtures can be steam-cleaned or otherwise deep cleaning

To confirm the guarantee period of each

To obtain a comparable quote for stainless steel fixtures should also be sought.

#### c. Replacing the Bowls pavilion

Cllr B Williams reported that a joint WPC-WBC working group had met before Christmas. While some issues were sorted there remained others to be addressed before a formal report and recommendation could come back to the Council. A further meeting would be scheduled shortly.

### **20/149 OFFICER & COUNCILLOR, COMMITTEE AND GROUP UPDATES**

The Clerk had provided a written report. She also provided an update regarding the effect of the Prime Minister's announcement of a further lockdown coming into effect on 6 January 2021.

The County Councillor had provided a written report. Thanks were passed on both to County Cllr Bradnam, who had spent a significant chunk of time on Christmas Day in liaison with with the various agencies in view of concerns at the water level at Bottisham Lock, and to Cllr Bull who had also attended on site. It was confirmed the Environment Agency was the body responsible for initiating any actions if the high levels were becoming a serious concern - which they had done in issuing alerts that were passed on to local property owners near Bottisham Lock. In the event no evacuations had been necessary. Cllr Grant felt that better water measuring devices were needed at both Clayhithe Bridge and Bottisham Lock. County Cllr Bradnam said that Waterbeach Internal Drainage Board were able to receive readings from Bottisham Lock.

The District Cllrs had provided a written report albeit with the Prime Minister's announcement the previous day some of that was already out of date.

The Library Officer reported that the County Council libraries were preparing to stay open on a restricted appointment-only basis and similar arrangements would be in place in Waterbeach Community library. The Library had paid for some upfront remedial works to the door and had approached the school for reimbursement. They would also be asking for a motion sensor light to provide better illumination on steps at the fire exit. Supplies of PPE and Covid related products were about exhausted. She was advised to arrange restocking of the necessary supplies and forward details to the Clerk since WPC would be able to arrange for reimbursement.

Councillor Grant as Chair of the Planning Committee reported that SCDC had invited her, the Chair and Clerk to an informal briefing on the RLW planning application – a report back would be made to the Planning Committee January meeting.

### **20/150 ACCOUNTS**

a. The accounts for December were approved for payment but the payment for vertidrainng should be accounted for from S106 funding.

**Proposed: Cllr J Williamson Seconded: Cllr B Williams In favour 12 Abstentions 2**

b. The following late arriving payments were also approved:

Shelley Mason reimbursements

- Office IT: Zoom subscriptions missed off the monthly schedules in June and November:
  - 26 Jun-25 Jul £14.39
  - 26 Nov-25 Dec 14.39
- Staff training: HSQE online training – Working at Heights course £15.00 plus £3.00 VAT  
Cllr Wright reimbursements
  - Cemetery Maintenance: Huws Gray - Lump Hammer £11.68 + £2.34 VAT
  - Waterbeach Mutual Aid Grant: Viking – 120gsm card (for Covid reminder postcard productions) £65.94 & £13.19.

**Proposed: Cllr Rabbett Seconded: Cllr Bull In favour 12 Abstentions 2**

c. The November [brank reconciliation was noted](#).

#### **20/151 BANK TRANSFER**

It was **AGREED** to transfer incoming S106 receipts totalling £12,311.31 from the Unity Trust account into the CCLA S106 account. (Post meeting note: the sum should read £15,521.72 (S/3204/16/FL and S/1359/13/FL: - vouchers 48 and 50 on the receipts list presented to the meeting.)

**Proposed: Cllr J Williamson Seconded: Cllr Bavester Unanimous**

(Note Cllr Howlett lost an internet connection before the vote was taken)

Cllr Howlett re-joined the meeting.

#### **20/152 PARISH COUNCIL GRANTS**

a) To consider a [request from Waterbeach Action for Youth](#) for match funding of £5,000 per year for two years to enable bid to be made to CCF's Innovate and Cultivate Fund for youth worker support.

Cllrs were fully supportive of the aspiration in the funding application and noted the confirmation from the WAY Chair of Trustees that the WPC contribution would be used to fund the youth worker sessions at WAY rather than the wider peer support training package which would also form part of the bid. On this basis the Council **APPROVED** the request to provide funding of £5,000 per annum for two years which can act as match funding and enable WAY to submit an application into Cambridgeshire Community Foundation.

**Proposed: Cllr J Wright Seconded: Cllr B Johnson Unanimous**

b) To consider a request from the Waterbeach Military Museum for grant funding.

Cllr Wright advised that a request for grant funding was still in preparation but as an associated issue he was concerned the Museum had been unable to secure a response from SCDC regarding its request to be considered for S106 funding. The Clerk was asked to raise this with them and with the County given its heritage remit. Cllr J Williamson asked that a similar communication was sent regarding the same position for the Farmland Museum.

#### **20/153 CAMBRIDGESHIRE ACRE**

It was **AGREED** to renew the membership subscription at a cost of £57.

**Proposed: Cllr Rabbett Seconded: Cllr J Williamson Unanimous**

#### **20/154 STREET LIGHTS**

It was **AGREED** to set up a direct debit arrangement for the new utility supplier following transfer of administration from CCC to WPC in January. Cllr Grant asked if an annual report on utility usage could be produced.

**Proposed: Cllr Rabbett Seconded: Cllr Bull In favour 13 Abstention 1**

#### **20/155 INITIAL BUDGET PREPARATIONS**

To receive details of an [on-line cemetery package](#) and consider whether to purchase a subscription

The Clerk was asked to resubmit this when the 2022-23 budget discussions were underway. This would enable a more considered look to be taken in the light of the initial experiences from other Councils.

The Finance Committee would be considering a draft budget at its meeting the following week and would report back to Council.

#### **20/156 BOWLING GREEN**

An advisory report from the Senior Groundsman had been circulated. It was **AGREED** to proceed with air injection treatment at a cost of £335 using S106 funding if this were eligible. The other items in the report were deferred pending more information on the cost of a soil survey.

**Proposed: Cllr Rabbett Seconded: Cllr Bull Unanimous**

**20/157 HEALTH AND SAFETY**

To comply with Government requirements the tennis courts would be closed and signs and tape put on the outdoor gym equipment which was also not permitted. The Clerk would keep an eye on developments in case the position changed again. The lockdown announced by the Prime Minister the previous day meant that no football matches would now be allowed.

**20/158 DR BIKE EVENT**

Councillors discussed a request from the Waterbeach Cycling Campaign to hold a Dr Bike event on the Village Green on 23 January. The event would be run by Outspoken who were a well-known and respected organisation and who ran them under the auspices of Cycle England. These bicycle repair events had been permitted in previous lockdowns and a risk assessment and details of insurance cover had been provided. It was **AGREED** to give permission on condition that the organiser confirmed they had clearance to run them, and reviewed/update if needed, their risk assessment.

**Proposed: Cllr Seemarks Seconded: Cllr Wright In favour: 9 Against: 2 Abstentions 3**

**20/159 NEW INCOMING ARRANGEMENTS FOR COUNCILLOR EMAILS**

Cllr M Williamson outlined the rationale for the new arrangements. The meeting noted that while the change may not be welcomed it was unavoidable. These changes would therefore be implemented and Cllr M Williamson would be available to provide help to any Cllr who encountered problems in making the necessary arrangement. It would rely on Cllrs taking the time to log in via the cloud rather than receive message directly so would require a change of habit. In the early days the Clerk may need to email an alert to existing addresses when she needed Cllrs to log on and check their messages. It was not clear what the position would be if anyone was travelling to countries such as China.

Initial guidance would be provided to each Councillors in the coming days.

The meeting closed at 9pm.

**SIGNED.....DATE.....**