

WATERBEACH PARISH COUNCIL

Minutes of the annual Council meeting held via Zoom
on **Tuesday 4 May 2021 at 7pm**

21/1 ELECTION OF CHAIRMAN

Cllr Bull was elected as Chairman of the Council for the ensuing municipal year

Proposed: Cllr J Williams Seconded: Cllr Howlett Unanimous

21/2 THOSE PRESENT / APOLOGIES FOR ABSENCE

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

Also in Attendance: S Mason – Clerk, Tim Slater (Planning Consultant) (part)

Apologies: County and District Cllr Bradnam, District Cllr Rippeth

21/3 ELECTION OF VICE CHAIRMAN

Cllr B Williams was elected as Vice Chair of the Council for the ensuing municipal year.

Proposed: Cllr Seamarks Seconded: Cllr J Williamson Unanimous

21/14 OPEN FORUM

Mick Carter, Major Project Manager at Fulcrum introduced himself as the Project Manager for a major fracture project at Chittering Glasshouse which involved providing gas and water mains, and electric cable into the site. The timescale was some months and of most relevance to Waterbeach was the routing of a gas main from Milton. While the intention was to use private land whenever possible it was likely that many roads in the centre of the village would be affected.

Cllrs were concerned to hear this, not least because road repairs were about to take place after many years of waiting. It was asked what alternative routes had been explored e.g. alongside the railway line, up the A10. It was understood that water main replacement works may also be planned for the village at some point and it would be sensible to consider the two projects in tandem to minimise disruption. The Clerk was asked to alert the County Council to these concerns.

21/5 MEMBERS' INTERESTS

The following personal interests were declared:

Cllrs M Williamson – item 21/18 as author of the grant request application and a member of the warden management committee

Cllr J Williamson item 21/18 as a member of the warden management committee

Cllr Wright item 21/13ii - as church warden

21/6 MINUTES OF THE LAST MEETING

The minutes from the Council meeting on 6 April 2021 were **AGREED** and will be signed as a true record.

Proposed: Cllr Wright Seconded: Cllr J Williamson. In favour 12 Abstentions:2

21/7 MAJOR DEVELOPMENTS

a. Urban and Civic planning application

i) [21/01906/REM](#) | Reserved matters application for the approval of details (outside of a key phase) of access, appearance, landscape, layout and scale in respect of a temporary construction haul road serving the Waterbeach Barracks and Airfield Development ([S/0559/17/OL](#)), including construction of engineered drainage works, drainage ditch, filter drains and temporary connection to drainage pond, earthworks and ground remodelling, areas for construction use and any necessary vegetation removal and demolitions | Waterbeach Barracks Denny End Road Waterbeach

Tim Slater had provided a briefing. In discussion the following issues were raised by members:

- It was not clear that there was sufficient justification for describing the circumstances surrounding the application as 'exceptional', as required by the wording of C14 of the outline and as such the application is not sound.
- Members were not convinced of the rationale for the route proposed for haul route and wondered what alternatives had been considered
- The application should be determined alongside the application for the new construction access as they are fundamentally interlinked.
- Concerns over traffic levels and safety needed to be considered by County Highways
- Arrangements for removal of mineral deposits were unclear, e.g. do the U&C and RLW sites count as separate entities?
- Some members understood that the SCDC Planning Committee Chair had stated that Reserved Matter applications could, if requested, be referred back to committee.

He would seek clarification on these points from SCDC.

ii) To consider any further applications that are open for consultation

b. RLW Outline Planning permission for land East of the Barracks [S/2075/18/OL](#)
The Clerk was asked to approach RLW about the possibility of setting up a programme of quarterly update meetings.

c. Reports from recent informal engagement with developers
Nothing discussed

d. New Town Naming Consultation (closing date 12 May)
Some Councillors felt that the proposal at present did not give sufficient recognition to long standing families from the area. After a discussion it was decided that Councillors should submit their individual responses into the consultation.

21/8 APPOINTMENT OF COMMITTEES

As there is a by-election for the vacant WPC seat later in the week, it was decided to defer discussion on appointments and working parties until the new Councillor was in post.

21/9 TERMS OF REFERENCE REVIEW

The Clerk was asked to present the TORS first at the next meeting of each committee before it was received as an agenda item at Council.

b. To remit the Highways Committee to consider recent correspondence relating to the suggested designation of a 20mph zone in Waterbeach

Councillor B Williams explained there was potential overlap with activity looking at public realm improvements which would be funded by U&C. In the circumstances it was concluded to explore this before bringing findings to Council.

21/10 APPOINTMENT TO VARIOUS OUTSIDE BODIES AND OF LEAD PERSONS FOR VARIOUS ACTIVITIES

Discussion deferred – see item 21/8

21/11 WORKING PARTIES

Discussion deferred- see item 21/8.

21/12 KEY DOCUMENTS

a. Standing Order – update **ADOPTED**

Proposed: Cllr M Williamson Seconded: Cllr Bull Unanimous

b. the Financial Regulations – reviewed and **APPROVED** with no changes

Proposed: Cllr Bull Seconded: Cllr Wright Unanimous

c. a protocol on informal engagement with major developers – **ADOPTED**, subject to the addition of a provision that it will be reviewed in one year

Proposed: Cllr Gilzean Seconded: Cllr J Williams Unanimous

d. WPC Complaints Procedure – reviewed and **APPROVED** with no changes

Proposed: Cllr Gilzean Seconded: Cllr Bavester Unanimous

Cllrs noted the asset register as at 31 March 2021 and the FOI log for FY2020-2021

21/13 PLANNING APPLICATIONS

i) [20/03370/OUT](#) 95 Bannold Road Outline permission: draft letter of complaint

The contents of a draft letter about the proceedings relating to item 7 of the SCDC planning committee meeting on 13 April were **AGREED**. The Clerk will arrange its dispatch.

Proposed: Cllr Rabbett Seconded: Cllr Seamarks Unanimous

ii) [21/0522/TTCA](#) T1 YEW - recently wind damaged with broken limb removed.

Remedial crown reduction of approximately 4 to 5ms to rebalance crown and alleviate overall weight on decayed central area; | St Johns Church Station Road Waterbeach CB25 9HT.. (closing date 12 May).

Council **SUPPORTS** the application

Proposed: Cllr Grant Seconded: Cllr Howlett. In favour 13 Abstentions:1

21/14 MONTHLY PAYMENTS

The payment schedule presented was **APPROVED**.

Proposed: Cllr Rabbett Seconded: Cllr Seamarks In favour 9 Abstentions: 3

The bank reconciliation for March 2021 was noted.

21/15 INSURANCE

It was **AGREED** to accept a quote from Zurich for cover at a cost of £3,163.96 per annum for 3 years.

Proposed: Cllr Bull Seconded: Cllr Gilzean Unanimous

21/16 PURCHASES

i) it was **AGREED** to purchase an Evolis MVAS street pack plus 10 mounting bars at a cost of £2,139.67 sign and to relinquish WPC use of current sign and offer to transfer asset ownership to either Milton or Landbeach PC

Proposed: Cllr Seamarks Seconded: Cllr Gilzean Unanimous

ii) It was **AGREED** to instal a separate electricity meter reader in the Grounds Shed at a cost of £185 in order to facilitate separate billing for the shed and the Tillage Hall.

Proposed: Cllr J Williams Seconded: Cllr Grant Unanimous

21/17 SPORTS ANNUAL FEES I 2020-2021

It was **AGREED** to waive annual fees for the bowls and football clubs for 2020-2021 season.

Proposed: Cllr J Williams Seconded: Cllr J Williamson Unanimous

21/18 GRANT APPLICATION

It was **AGREED** to provide a grant of £1,000 to AGE UK to support the operation of the Waterbeach Warden Scheme

Proposed: Cllr P Johnson Seconded: Cllr A Wright In favour: 12 Abstentions: 2

21/19 BOWLS PAVILION

Councillors noted the outcome of the discussion at Finance Committee and in the circumstances it was **AGREED** to seek Expressions of Interest on a pavilion with a drawing and dimensions agreed as workable by the Bowls pavilion working group, and await the outcome before taking decisions on funding.

Proposed: Cllr J Williams Seconded: Cllr Grant Unanimous

The Clerk had been asked which S106 agreements reference the bowls pavilion and reported that only one S106 agreement contained references to bowls and this was in draft as the application was still showing on the SCDC website as Awaiting Decision: S/4744/18/FL Morris Homes 21 units £21,587.

Two further S106 agreements cited the bowls pavilion on a menu of 4-5 items where WPC had flexibility to decide how it wishes to utilise the overall sum:

S/2177/16/FL Gibson Close £20,345.65

S/2461/16/FL Land North of Bannold Road Persimmon 45 Units £52,973.01

21/20 USE OF PARISH LAND

A request from Waterbeach PTA for up to 4 additional stalls to be present alongside the plant stall on May 22nd was approved, subject to evidence of insurance cover and a risk assessment, plus a check on prevailing regulations and what was appropriate nearer the time.

Proposed: Cllr Grant Seconded: Cllr J Williamson Unanimous

21/21 OFFICER & COUNCILLOR REPORTS

County and District Councillors had provided reports for the Annual Parish Meeting which had taken place on 29 April.

A Clerk's report had circulated. The following updates were also given:

- All the bolts on from a bench on the green had been deliberately removed suggesting an attempted theft
- SCDC planning a virtual information session for Councillors in the locality later this month – further details awaited
- Environmental Health officers from Ely City had conducted a site inspection of James Dean fair on 23 April and were more than satisfied with how the fair was being operated.

The following items were also raised:

- Compound by the groundsman's shed needs improving.
- Outstanding actions for Chittering playpark and security in the groundsman's shed

Cllr Grant as the Library Officer reported that the Library were exploring if they would be able to remove the appointment system from June and replace it with a more flexible but still Covid-safe operation.

21/22 HEALTH AND SAFETY

Cllr Gilzean raised the matter of the homemade speed sign on the A10 via the Landbeach turning which was dangerous as it hampered sight lines. Other Councillors cited further examples of poorly sited signs advertising businesses. The Clerk was

asked to draw these to the attention of the Highways Officer and Councillors were encouraged to use the online reporting tool to highlight them.

21/23 COMMITTEES AND WORKING PARTIES

Nothing to report.

21/24 OFFICER & COUNCILLOR REPORTS

This item duplicates item 20/21.

21/25 FUTURE MEETINGS OF THE COUNCIL AND ITS COMMITTEE

It was acknowledged that the Council found itself in a difficult position following the removal of the Covid 19 regulation permitting virtual meetings wef 6 May. The Clerk explained that potential venues with appropriate facilities needed to be identified and then risk assessed. Councillor views also needed to be taken into account. It was recognised that the resolution taken in March 2020 (ref 19/237) was still extant as it extended the delegation of Council decisions to the Clerk during any period of restricted activity declared by the Government or where the Parish Council agrees local circumstances make it necessary to protect the public, councillors and staff in respect of the Covid 19 virus.

It was unanimously **AGREED** to extend the meeting for up to 30 minutes.

21/26 EXCLUSION OF PUBLIC

It was unanimously **AGREED** to exclude the public from following discussion.

21/27 MEMBERS' INTERESTS

None declared

21/18 CONFIDENTIAL MATTERS

The proposal in the report circulated to Councillors was **APPROVED**. The Council gave its thanks to Cllr M Williamson for the work he had undertaken over a number of years to assist in the production of end year accounts.

Proposed: Cllr Seamarks Seconded: Cllr Grant Unanimous

The meeting closed at 9.20pm

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