

WATERBEACH PARISH COUNCIL

Council meeting 1 May 2018

Item 17/288a Clerk's report

Forum note from SCDC and date of next meeting

The SCDC website has the notes of the Community Forum held on 14 March. The next one is on 22 June. https://www.scambsgov.uk/sites/default/files/waterbeach_community_forum_blog_draft_002_1.doc

Amey Community Liaison Group meeting – 8 March.

Amey has forwarded us the draft note from this meeting – I will be putting a news item onto the website to highlight its arrival:

<http://www.waterbeach.org.uk/opus/php/wbpc/Documents//Documents%20and%20Consultation%20requests%20from%20outside%20bodies/Amey-CommunityLiaisonGroupNotes%208Mar2018.pdf>

CamLocks play area - update Message from John Darlington

I was supposed to relay this message at the April meeting but it arrived just too late for me to do so.

Morris Homes have agreed, subject to contract, to transfer the freehold of our common areas to the management company for a nominal consideration, so once this has been completed the company will be in a position to transfer on the freehold of the playground to the Council, again for a nominal consideration and subject to contract, of course. Morris Homes have said that it may take up to two months to prepare a transfer plan, which we shall have to consider very carefully. It will therefore be a few months before Cam Locks is in position to proceed with the Council.

Meeting with County Highways Officer

I met Josh Rutherford to go through some issues raised by Highways Committee. A note has been circulated but in summary:

- The use of bollards on Deny End Road/Providence Way and by the One-Stop would not be allowable owing to width restrictions.
- We can use the MVAS sign in Bannold Road – I need to arrange clearance with Balfour Beatty to use their lap columns.
- Proposals for a pedestrian crossing of any description need to be accompanied by the results of a traffic count of vehicles and pedestrians. These are then considered against a laid down formula - he will supply me with more detail.

Annual Governance and Audit return

This will be on a future agenda as we have not yet had the Internal Audit report which we need to include.

Ordering processes

At the request of some Cllrs we asked the Internal Auditor when he came last week to review and comment on our ordering processes. His reply is:

The key is to draw the Council's attention to other factors that impact upon attaining value for money especially where costs may outweigh the benefits. I would put forward suggestions to the Council about the use of things like an Approved Supplier Lists or a de-minimus limit (for expenditure below which obtaining quotes would be impractical), and ensure that any changes to procedures are documented in the Financial Regulations. That way you can demonstrate that you have followed approved procedures to obtain value for money even where quotes have not been obtained.

As for when quotes are required, retaining all records would be best practice even if a quote was rejected as again this will demonstrate that correct procedure were followed. Where quotes are obtained over the phone I would always ask for a written quote to be sent to support the call. However if this was not possible I would check if the Council would be happy for a hand written summary to be kept as record of such quotes.

In terms of purchase orders you may wish to use a simple numbered order book to document any orders where a purchase order is not automatically generated, however, I don't think the use of a triplicate order book is necessary. For a lot of purchases nowadays you are provided with some sort of acknowledgement of the order that can be retained and matched to the corresponding invoice. Again this would be worth discussing with the Council and clarifying what would be acceptable as proof of an order and updating the Financial Regulations accordingly.

These points will be taken forward in the context of a future review of the Financial Regulations. Meanwhile we will work to ensure that wherever possible we have captured and recorded quotes as we go along.

Bank Accounts

This month saw us receive receipts totalling £286k, comprising S106 monies for the Land to the North of Bannold Road and West side of Bannold Drove as well as the first half of the precept. We have got the paperwork required to open a S106 account with CCLA but have not tabled the actual mandate at this meeting as we don't know who the signatories for the forthcoming Council period are going to be. We do need to

This is the current position:

Cambridge Building Society	£ 82,645.56
Cambridge and Counties Bank	£ 79,219.08
Close Brothers	£ 83,288.21
Unity Trust	£ 580, 150.89
Cash	£ 0

Rospa inspections

The annual play inspections have been undertaken and the reports are available here <http://playbase.rosaplaysafety.co.uk/Inspections/index.php?ID=C018AEDF-BBF9-3B45-86E0-EDFD6BD5F9BD>.

There are a few minor issues to be considered but nothing major. I raised with inspector (who I happened to see on site) our unease about the crack on the skatepark. Her advice is that this is quite usual on concrete skateparks. The report recommends we keep an eye on it and notes that the installers have been asked to visit to check it.

Relocation of Waterbeach Toddler Playgroup - Text of a Letter sent from the County Council to WTP parents

As you may be aware there has been an unforeseen delay to the programme to relocate the playgroup. The reason for the delay is that the original March timescale for the outline planning permission for the development of the Waterbeach Barracks site has been delayed. The decision is now expected in September 2018. Whilst the lease for the building is not part of the overall planning process, there are legal and technical implications to the delay which have a knock-on effect to the agreement which was agreed in draft between the Secretary of State for Defence, as MOD own the site, and the County Council.

U&C and the County Council are working to try to find an interim solution that would be acceptable to all parties and we are confident that this can be achieved. Once the lease has been agreed, it is an 11 week programme to complete the building work.

In the meanwhile, we are obtaining costs to understand what is required to ensure that children and staff can safely function in the existing building in the event that there continues to be delays to the project. We are sorry for the delay and appreciate that it is frustrating. Please be assured that both U&C and the County Council are committed to delivering this project.

Dates for the diary

May 8 – first meeting of the new Council

May 14 – drop in session re relocated railway station application 4.30pm – 7.30pm

May 14 – Annual Parish meeting of Waterbeach electors (Baptist church) 7.30pm start

May 15 – Planning Committee

May 22 – additional Council meeting to determine responses to the relocated railway station application and the new environmental information on the waste to energy plant (incinerator).

May 25-27 Colts Beer Festival