

# **WATERBEACH PARISH COUNCIL**

Minutes of a meeting of **Waterbeach Parish Council** held on 18th July 2011 at 7.30 p.m. at the New Pavilion, Cambridge Road, Waterbeach.

## **PRESENT**

Councillor N Kay, Chair

Councillors A Ball, B J Bull, W Bullivant, J Cornwell, K Grant, M Howlett, P Johnson, A Lloyd, J Rabbett, D Smart, C Smith, Mrs J Williamson, M Williamson and A Wright.

## **IN ATTENDANCE**

District Councillor J Hockney.

## **APOLOGIES**

Apologies for absence were received on behalf of Councillor D Smart and A Wright.

## **81/11 MINUTES**

The Minutes of the meeting held on 5th July 2011 were signed as a correct record by the Chairman, subject to the inclusion of the following words after the list of those members present at the meeting -

### **'IN ATTENDANCE**

District Councillor J Hockney.'

(Councillors Cornwall and Grant requested that their names be recorded as having voted against the approval of the minutes.)

## **82/11 MEMBERS' INTERESTS**

Councillor Bullivant declared a prejudicial interest in Minute No 85/11(a) (Planning Applications) as he was related to the agent acting for the applicant.

Councillor Grant declared a prejudicial interest in Minute No 85/11(a) (Planning Applications) as she lived close to the site of the application.

Councillor Rabbett declared a personal interest in Minute No. 88/11 (Employment Matters) as her husband was an employee of the Council.

## **83/11 MATTERS ARISING**

The Council considered the following matter arising from the meeting held on 5th July 2011:-

**(a) Annual Visit by Funfair**

Further to Minute No. 72/11, the Chairman and Acting Clerk reported on conversations that they had had with the funfair operators with regard to the conditions imposed by the Council for the occupation of The Green by fairground rides and stalls in the week commencing 17th July. Some of the rides had been found to infringe on the hard surfaced footpaths across The Green which was contrary to the requirements of the Council. When challenged, the operators had indicated that it was not possible to accommodate all of the rides without crossing the paths because of the number and height of the trees on The Green.

Although two Members commented on the difficulty this presented for disabled people when crossing The Green, it was not felt appropriate to ask the funfair to leave because of the disappointment that this might create generally within the community. Under the circumstances, the Acting Clerk was asked to speak to the operators again to see whether the paths could be cleared of obstruction or a compromise reached by the removal of some of the vehicles to The Gault or the installation of an alternative surface that could be used.

Members pointed out the necessity of having rules in advance for the occupation of The Green and The Gault and asked that the funfair operators be informed that if the conditions could not be met, it might not be possible to accommodate a visit by them in future years.

**84/11 ANNUAL RETURN**

Members' attention was drawn to the report of the internal auditor for 2010/11, a copy of which had been circulated. Copies of the annual return and governance statement for 2010/11 for submission to the external auditor also had been circulated.

With regard to the internal auditor's report, the Acting Clerk referred to a number of matters that the auditor wished to bring to the attention of the Council as follows –

- The schedule of assets insured had not been issued for the current year as the Council's brokers wished to discuss the valuation of the assets insured;
- The Council's asset register was insufficiently detailed and should contain information about each of the assets held by the Council;
- The Council had not carried out a review of the effectiveness of the internal audit during the course of the previous year.

The Acting Clerk informed Members that he had met the Council's brokers earlier in the day when they had raised concerns that the rebuilding costs of the premises owned by the Council were too low and did not take into account recent increases in construction costs. A re-assessment that had been submitted by the Clerk to the brokers earlier in the year had suggested that the value of the assets insured should be reduced and had not included foundations work or agents' fees.

In discussion with the brokers, the Acting Clerk advised that it had been noticed that the Council was not insured for officials' indemnity and libel and slander. As a result he had contacted the Council's insurers later in the day and had arranged for the Council to be covered which would give rise to an additional premium of £62.28.

With regard to the annual return and annual governance statement, Members were informed that the financial information had been supplied by Councillor M Williamson who would also be drafting the reasons for the variances in budget headings over the previous two financial years and liaising with the Acting Clerk over the explanations for the answers contained in the annual governance statement.

Councillor Grant indicated that she objected to not being able to see the supporting statement before it was submitted to the external auditors.

### **RESOLVED**

- (a) that the report of the internal auditor be noted and the recommendations referred for consideration to the Finance Committee;
- (b) that the action of the Acting Clerk in extending the Council's insurance cover to include officials' indemnity and libel and slander be endorsed;
- (c) that the annual return and annual governance statement be approved for submission to the external auditors.

(Councillor Grant requested that her name be recorded as having voted against the resolution.)

### **85/11 PLANNING APPLICATIONS**

Members were informed that difficulties had been encountered with the mail re-direction service that had been arranged with the Post Office as a result of which some post had not been delivered for several weeks. These had included a number of planning applications and invoices for payment which should have been dealt with at the meeting held on 5th July.

Members also requested the Acting Clerk to ascertain whether a planning application by the Parish Council for the erection of a notice board outside the Post Office had been determined by the District Council.

Members considered the following applications for planning permission, arising from which it was

### **RESOLVED**

that the following observations be submitted to South Cambridgeshire District Council:-

**(i) 3 St Andrew's Hill - Raising of roof height and conversion of outbuilding for domestic use ancillary to main dwelling**

(Having declared prejudicial interests in Minute No. 82/11 ante, Councillors Bullivant and Grant left the meeting during the discussion and voting on this application.)

that the District Council be recommended to approve the application, subject to no adverse comments from neighbours, to the use of the outbuilding as ancillary to the occupation of 3 St Andrew's Hill only and to the outbuilding not being used for residential purposes.

**(ii) Blayson Olefines Ltd, Pembroke Avenue – Replacement building for wax heater**

that the District Council be recommended to approve the application, subject to no adverse comments from neighbours.

**(iii) 5 High Street – Reduce crown of holly tree by 40%**

that the District Council be informed that the Council has no objection to the application.

## **86/11 ACCOUNTS**

Arising from questions raised concerning the nature of the work carried out and the authorisations involved, Members asked that further enquiries to be made in respect of invoices received from Thurlow Nunn Standen and from Pro Green.

### **RESOLVED**

that the following accounts be approved:-

		£
The Fuelcard Company (UK) Ltd	Fuel (paid by direct debit)	135.16
Brian Langley & Son Ltd	Solar Light at Chittering	1,190.04
Ridgeons	Lock for New Pavilion	12.72
BT	Phone Line for Tillage Hall	171.43
H C Slingsby	Sign	19.44
Heelis & Lodge	Internal audit fee	255.00
Mrs A Jerrom	Note taking – hearing dated 24th June 2011	262.50

J Buchanan	Mileage - hearing dated 24th June 2011	28.52
B Hayes	Mileage - hearing dated 24th June 2011	13.60
D Armstrong	Reimbursement – Purchase of fuel	36.65

### **87/11 EXCLUSION OF THE PUBLIC**

Prior to the exclusion of the public, Councillor Grant referred to Minute No. 63/11 when it had been decided to convene an extraordinary meeting of the Council on 18th July to approve the accounts and annual return, followed by a meeting of the Finance Committee. Members were informed by the Acting Clerk that, after consultation with the Chairman and Vice Chairman of the Council and another Member, it had been decided that a current employment matter should take priority and be dealt with as expeditiously as possible. As the reports of hearings had subsequently been received and the imminence of the forthcoming holiday season, it had been agreed that the meeting of the Finance Committee should be postponed in order that the employment situation could be determined.

Under the circumstances, it was

#### **RESOLVED**

that the public be excluded from the meeting because of the confidential nature of the matter to be discussed relating to the Council's employees.

### **88/11 EMPLOYMENT MATTERS**

The minutes of this item appear in the confidential section of the Council's minute book.

There being no further business, the meeting was declared closed at 9.45 p.m.

**Chairman**