

## WATERBEACH PARISH COUNCIL

Minutes of the meeting of Waterbeach Parish Council held on 23 June 2015 at 7.30 p.m. at the Old Pavilion, Cambridge Road, Waterbeach.

### PARISH COUNCIL

#### 15 / 45 THOSE PRESENT / APOLOGIES FOR ABSENCE

**PRESENT:** Cllrs Bull, Gaunt, A Grant, K Grant, Gilzean, B Johnson, P Johnson, Shipp, Smart, J Williamson, M Williamson (Chair), Wright

**APOLOGIES:** Cllrs Rabbett and Williams (prior commitment)

**NOT PRESENT:** Cllr Howlett

#### 15 / 46 OPEN FORUM

There were no members of the public present

#### 15 / 47 MINUTES

Because of queries raised regarding the Minutes of the meeting of the Council held on 2 June 2015, these will be reconsidered at the July council meeting.

#### 15 / 48 MEMBERS' INTERESTS

At a later stage in the meeting Councillors P Johnson and B Johnson declared an interest in item 15/51 as their son's business may be involved in a contract to carry out ground work for the skatepark archaeology investigation.

#### 15 / 49 INTERNAL AUDIT

- a. The documents had been circulated to all councillors and the Chair explained some of the details. After a long and wide-ranging discussion it was **RESOLVED** to note the comments of the internal auditor's report and to ask the Finance Committee to initiate a comprehensive review of internal controls and to ask the Clerk to contribute a summary of the current situation to that review.

**Proposed: Cllr Wright**

**Seconded: Cllr B Johnson**

**In favour: 11**

**Abstentions: 1 (Cllr K Grant)**

- b. It was noted that the auditor had ticked NO to Box C of the Annual Return and that there was a requirement for her to provide a separate report explaining this, which has not been received. Also that a more detailed explanation was needed regarding the appendix to her report if any remedial action is needed. After some discussion it was agreed to write to the internal auditor (agreed wording of the letter is appended to these minutes below).

**Proposed: Cllr Bull    Seconded: Cllr J Williamson**

**In favour: 9    Against: 1    Abstentions 2**

#### 15 / 50 STATEMENT OF GOVERNANCE

It was **RESOLVED** to complete the annual return as follows:

Box 1 YES Proposed: Cllr Bull Seconded Cllr B Johnson

Unanimous

Box 2 YES Proposed: Cllr J Williamson Seconded Cllr Bull

A recorded vote was requested

In favour: 9 (Cllrs Bull, Gaunt, B Johnson, P Johnson, Shipp, Smart, J Williamson, M Williamson, Wright) Abstentions 3 (Cllrs A Grant, K Grant, Gilzean)

Box 3 YES Proposed: Cllr Shipp Seconded Cllr Gilzean

Unanimous

Box 4 YES Proposed: Cllr Gaunt Seconded Cllr J Williamson

A recorded vote was requested.

In favour: 11 (Cllrs Bull, Gaunt, A Grant, K Grant, Gilzean, B Johnson, P Johnson, Shipp, J Williamson, M Williamson, Wright) Against: 1 (Cllr Smart)

Box 5 NO

Explanation: *Following a review by the internal auditor who identified a significant risk to the Council that in her view had not been properly identified, the Council has now agreed to carry out a formal review to identify the potential risks that the council faces and to assess their possible impact and severity.*

Proposed: Cllr K Grant Seconded Cllr Gilzean  
In favour: 11 Against: 1 (Cllr Smart)

Box 6 YES

Proposed: Cllr Gilzean Seconded Cllr Wright  
Unanimous

Box 7 YES

Proposed: Cllr Bull Seconded Cllr J Williamson  
In favour: 11 Abstention: 1 (Cllr Gilzean)

Box 8 NO

Explanation: *There is a commitment to the community in the form of a proposal for a pedestrian crossing for which we do not yet have full cost information and which is now even more important with the imminent relocation of the village Post Office. There is also outstanding litigation the results of which are not yet known. Either of these may have an adverse effect on the Parish Council finances which we have not been in a position to evaluate.*

Proposed: Cllr A Grant Seconded Cllr Shipp  
In favour: 11 Abstention: 1

Box 9 N/A

Proposed: Cllr A Grant Seconded Cllr Wright  
Unanimous

The figures for Boxes 8, 9 and 10 of Section 1 of the Annual Return had been circulated and it was **RESOLVED** that they be agreed

**Proposed: Cllr Bull Seconded: Cllr Gaunt**

A recorded vote was requested

In favour: 9 (Cllrs Bull, Gaunt, B Johnson, P Johnson, Shipp, Smart, J Williamson, M Williamson, Wright) Abstentions 3 (Cllrs A Grant, K Grant, Gilzean)

### **15 / 51 SKATE PARK**

It was **RESOLVED** to authorise for any two councillors to sign the terms and conditions and grant acceptance form for a grant of £2000 from the October Fund on behalf of the Council.

**Proposed: Cllr A Grant Seconded: Cllr Bull**

**In favour: 10 Abstentions: 2 (Cllrs P and B Johnson)**

### **15 / 52 ELECTORAL REVIEW**

After some discussion, it was **RESOLVED** to question the population figures used as the commission would appear not to have taken into account new developments with full or outline consent or the potential for the even larger development of the old barracks site.

**Proposed: Cllr A Grant Seconded: Cllr Gaunt Unanimous**

The meeting closed at 21.10 pm

Chair

APPENDIX – Minute 15/49 (b)

Agreed wording of the letter to the internal auditor: -

*On behalf of Waterbeach Parish Council, I acknowledge receipt of your Internal Audit report and the Annual Return, duly completed at section 4. I have been in touch with PKF-Littlejohn and they confirm that it is a requirement that, if you answer 'No' for any of the questions in Section 4, they require a separate sheet from you explaining why you have done this. We can deduce this from your report, but the External Auditors require a specific statement from you. It would be really helpful if we could have this statement from you in order to be able to resolve this matter as soon as possible.*

*The Council has discussed the 'Appendix' to your report (the paragraphs after your signature) and feel that further explanation is necessary. You refer to the transparency code for smaller authorities (which, of course, does not apply to us) and, apart from item 10(f) we believe that we easily satisfy these requirements. We also publish a quarterly Newsletter which is distributed to all households in the Parish. We would thus be grateful if you could enlarge on some of your comments (without, if you prefer, naming names) so that we can seek to address the points you raise. Incidentally, you had not previously mentioned to me that you had received correspondence regarding such concerns in previous years.*

*The Council will, of course, be considering the points you make in due course, but we are pleased to note that, apart from the section concerning Risk Assessments (which we accept) you have given us a clean bill of health.*

*Kind Regards*

*Elizabeth Jones  
Parish Clerk & Responsible Financial Officer  
For and on behalf of Waterbeach Parish Council*