

**COMBERTON PARISH COUNCIL**  
**The minutes of the Parish Council meeting held on**  
**Wednesday 14 December 2011 in the Village Hall at 7.30pm**

Members present:	Miss A Bacon <sup>(AWB)</sup> (Chairman)	Mrs M Richards <sup>(MR)</sup>
Councillors:	Mr A Bateman <sup>(AB)</sup>	Mr T Scott <sup>(TS)</sup>
	Mr A Hollick <sup>(AH)</sup>	Dame V Sutherland <sup>(VS)</sup>
	Dr J McCabe <sup>(JM)</sup>	Miss C Westgarth <sup>(CW)</sup>
	Mr S Moffat <sup>(SM)</sup>	Mr H Griffiths <sup>(HG)</sup>

In attendance: 2 members of the public, Cllr S Harangozo (District Councillor), Ingrid Simms from Comberton Crusaders, Ben Pemberton and Mrs G Stoehr (Clerk)

**1. Apologies for absence and declarations of interest**

Apologies were received from J Preston and Cllr Fiona Whelan.

Cllr Westgarth declared an interest in item 4 for reimbursement of out of pocket expenses.

**Comments & observations from members of the public**

Mrs Ingrid Sims spoke to the letter from Comberton Crusaders which sought agreement in principle for matters including the Clubs request for a lease, a Sports Pavilion Trust, the existing Recreation Ground future management, the possibility of a new pavilion plus additional parking.

She questioned the recent staking of self sown seedlings, and indicated that the Parish Council would receive a letter from dog walkers. She also asked that the land extension is mown.

The Chairman proposed that the County and District Cllrs reports were deferred until they arrived.

**2. To approve the minutes of the last meeting on 9 November 2011**

The minutes of the previous meeting on 9 November were approved <sup>(Prop JM, 2nd VS)</sup>, as a true record and signed by the Chairman, after the following amendments:

- Amend spelling to read 'Elenor' Sims under the comments and observations.

Cllr Harangozo spoke to his report which included:

- Community fund pot at SCDC has been increased and may be suitable for bus funding.

His written report was taken as read.

Cllr Whelan's report was read by Cllr Harangozo in her absence, which included:

- There is a time extension for bids to make local highway improvements.
- Repair works are to take place shortly in Bush Close
- CCC is going to take on £100m in loans for capital scheme.

Cllr Whelan's report was taken as read.

**3. Matters arising or carried forward from the meeting or a previous meeting for discussion or decision and to note the Clerk's report**

The Clerk's report which included background to items on the agenda and items for info only was noted.

**3.1 (3.1) Co-option to fill 3 vacancies – Applicants Jill Preston Long Road and Ben Pemberton West Street**

Ben Pemberton was co-opted on to the Parish Council. <sup>(Prop HB, 2nd JM, unanimous)</sup>

Jill Preston was co-opted on to the Parish Council. <sup>(Prop JM, 2nd HG, unanimous)</sup>

**3.2 Appointment to any Committees or Working Groups**

The following changes were agreed:-

- Cllr Moffat is to convene the next Recreation Ground Working Group and thereafter Cllr Griffiths will take over as convenor. Cllr Sutherland stood down from the Recreation Ground Working Group, and the membership now consists of Cllrs Westgarth, Bacon, Moffat, Griffiths (convenor) and Richards.
- Mrs Pemberton is to be co-opted to the Recreation Ground Working group if she is willing to accept.
- Cllr Scott joined both the Planning Committee and also the Tree Group.
- Cllr Bateman stood down from the Planning Group.
- Cllr Richards joined the Transport Working Group.

### 3.3 (3.2) Village Hall Committee – appointment of trustee

To be carried forward to enable the trust deed to be checked for the number of trustees.

### 3.4 (5.2.1) Land off The Valley S106 and suggestion of open space possible use as allotments

It was noted the tree officer at SCDC wants allotments on site. The availability of allotments at the other two allotment sites in the village and future implications were considered and it was agreed to say no to allotments and also to the provision of water on the site <sup>(Prop AB, 2nd CW unanimous)</sup> Cllr Harangozo was asked to inform the Trees Officer at SCDC.

### 3.5 (5.2.2) request for removal of two trees on open space 21 -59 The Valley

Cllr Westgarth reported following her meeting with Peter Oakes to look at the trees. It is recommended that the Silver Birch near 57 The Valley is removed, and the smaller Silver Birch has the crown reduced by 4-5 metres. It was agreed to accept the advice from Peter Oakes and his quotation of £400 plus VAT to carry out the work. <sup>(Prop CW, 2nd AH, 1 abstention)</sup>

## 4. Finance, procedure & risk assessment

### 4.1 To receive the financial report and to approve the payment of bills

The financial report was received and considered. This was checked by a member against the invoices and statements before the cheques were signed at the end of the meeting. It was agreed <sup>(Prop AWB, 2nd CW)</sup> that the payments as listed in the financial report should be paid, plus ESPO (litter picking equipment) £40.64, S & J Cleaning £168.00, and CGM Cambridge (grass cutting) £854.60.

LCAS (Affiliation fee)	£182.00
LG Stoehr (Salary)	£569.32
LGS Services (Admin support)	£1443.03
C Westgarth (Xmas lights)	£44.70
J Winney (Xmas bulbs)	£20.00
C Stewart ( Litter picker)	£12.62
CCC (CRB Check)	-£59.00

Credits received between meetings including pitch hire and VAT refund were noted.

It was agreed to cancel the PO Box with Royal Mail and instead change delivery to LGS Services at an annual cost of £100, (thus saving of £100) <sup>(Prop AB, 2ndCW, unanimous)</sup>. It was also agreed that the Council would not renew their membership to LCAS but instead would affiliate to CPALC, for the remainder of the current financial year and also for FY2013 before undertaking another review of the benefits of membership. In house training with CPALC is to be arranged before the end of March for all members to attend. <sup>(Prop AB, 2ndCW, unanimous)</sup>

## 5. To receive reports and recommendations from committees, working groups and members

5.1 Planning Committee

The minutes of the meeting which had been circulated were taken as read.

5.2 There was no item 5.2 on the agenda.

5.3 Transport Working Group (TWG) including:

Cllr Moffat reported that consultation letters had been delivered to both Barton Rd and Hillfield Rd and responses are awaited.

A potential crossing near the Meridian School will be considered by the TWG to see if it could be applied for under a minor highways bid. This is carried forward to the next meeting for discussion and decision. Cllr Westgarth declared an interest as Chair of the Governors and also as a resident of Barton Road. She reported that the school is supportive of a raised platform being installed near the school.

5.4 Tree Group

Following a proposal Robert Cook was reinstated as Tree Warden <sup>(Prop AWB, 2nd CW)</sup>.

It was agreed to accept the quotation from Peter Oakes for £360 plus VAT, for work on the Milner Rd Lime trees, and also the quotation of £180 plus VAT for work on the Silver Birch between Milner Rd and Barton Rd and the Cherry Tree adjacent to the streetlight. <sup>(Prop CW, 2nd AWB, 9 in favour, 2 abstentions)</sup>

5.4 Recreation Ground Working Group including

5.5.1 (6.1) report on meeting with Crusaders

Cllr Moffat reported on the progress on fundraising sources for grant funding. It was agreed to delegate to the Working Group to apply for grants towards a play equipment and trim trail scheme, with the Clerk to check and sign application forms. Full details of any proposed scheme are to be considered and agreed by the Parish Council before submission.

The tree delivery is still outstanding possibly due to the weather. The saplings in the land extension are self sown.

Tenders are being sought for work on the car park extension. Tenders are required by 5/01/12, however this may need to be extended depending on the response from contractors.

5.5.2 (6.1) Comberton Crusaders correspondence including request for agreement in principle to the idea of a lease, a sports pavilion trust, a new pavilion for the land extension

The Chair adjourned the meeting during this item to allow the public to speak.

Cllr Pemberton reported as Cub Scout Leader that the Scouts had no formal position on the Recreation Ground.

The Recreation Working Group report was considered and the recommendation that a Trust should be set up with representatives from the Parish Council, Comberton Crusaders and any other club or interested parties as trustees. The Recreation Ground Working Group were tasked with investigating whether it would be possible to put the Recreation Ground into a Trust, and consult with the Comberton Crusaders and other users. <sup>(Prop SM, 2nd MR, unanimous)</sup>

It was agreed to consult with the residents of Hines Lane about the potential increase in traffic along Hines Lane that might result if the car parking was extended further as detailed in the Crusader letter. An article is also to be put into Contact so other residents may also comment.

The Chair adjourned the rest of the item in order to receive legal advice on the covenants at the end of the meeting.

5.6 Parish Plan Steering Group

The summary booklet is outstanding as there has been a misunderstanding over who is responsible for drafting it.

5.7 Assets Review report and to works required

The report was considered and the following was agreed:-

- cut hedge on the southern boundary to encourage thickening
- cut hedge at bowls club
- carry forward a decision on the site for the spare bench
- seek quotes for replacing downtrodden grass on the school path and near Meridian School by the safer routes to school
- Other minor repair works will be put in hand

As to the suggestion for a dog bin on the land extension it was noted that the approximate costs for emptying would likely be £4 per week.

5.8 (6.2) CCC Consultation on review to remove all subsidised bus service funding and meeting report

The Chairman reported as the meeting had not taken place this would be carried forward to a future meeting.

5.9 Deed of Dedication form for Watts Wood

It was agreed to seek advice from CPALC on the deed of variation before considering this further.

5.10 (6.3 & 5.7) Budget Working Group including CPALC affiliation and recreation ground admin

The Clerk declared an interest as the owner of LGS Services.

The Budget Working Group recommended that the Parish Council accept the quotation from LGS Services to undertake the recreation ground administration starting in January up to the end of the financial year using the contingency funds.<sup>(Prop CW, 2nd VS unanimous)</sup>

5.11 (5.8) Bourn Brook Invasive Species meeting report

Cllr Hollick reported that he had been unable to attend the meeting.

5.12 Affordable Housing Working Group

Nothing to report. Awaiting further information from Stepford Homes.

**6. To consider matters arising out of correspondence/communications received**6.1 Veolia Water Central Draft Drought management Plan – Public Consultation

Members can respond individually if they wish.

6.2 CCC Funding for Local Minor Highway Improvements

Carried forward to the next meeting.

5.2.2 At 9.45pm on a proposition by the Chairman, carried unopposed, in accordance with S1 (2) of the Public Bodies (Admissions to Meetings) Act 1960 in view of the confidential nature of the business to be transacted, that is, the Council considering informal legal advice the public were temporarily excluded from the meeting and were instructed to withdraw. Members of the public left the meeting and did not return. The Clerk was invited to remain.

**7. Closure of meeting**

At 10.10 pm the meeting was declared re-opened to the public. There was no further business and the meeting closed at 10.10 pm.

Signed .....Chairman .....date