

**COMBERTON PARISH COUNCIL**  
**The minutes of the Parish Council meeting held on**  
**Wednesday 12 March 2014 in the Village Hall at 7.30pm**

Members present:	Mr H Griffiths (Chairman) <sup>(HG)</sup>	Mr S Moffat <sup>(SM)</sup>
Councillors:	Mr P Crossley <sup>(PC)</sup>	Mr B Pemberton <sup>(BP)</sup>
	Mr R Elleray <sup>(RE)</sup>	Mrs J Preston <sup>(JP)</sup>
	Ms S Higman <sup>(SH)</sup>	Mr N Taylor <sup>(NT)</sup>
	Mr A Hollick <sup>(AH)</sup>	Mr T Scott <sup>(TS)</sup>
	Dr J McCabe <sup>(JM)</sup>	Miss C Westgarth <sup>(CW)</sup>

In attendance: 1 member of the public, County Cllr S Frost and Mrs Gail Stoehr (Clerk).

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

Apologies for absence were received from Cllr Bacon (illness)

- 1.1 To receive declarations of interests from councillors on items on the agenda  
 Cllr Moffat declared an interest in Items 4.1 and 6.2.2 as a trustee of the Comberton Playground Project, and also the existence of his dispensation.
- 1.2 To receive written requests for dispensations for disclosable pecuniary interests (if any)  
 None.
- 1.3 To grant any requests for dispensation as appropriate  
 None.

**Comments & observations from members of the public and County and District Councillor reports**

Cllr Scott reported as District Councillor:

- Following a complaint by a resident, Nursery Way has been tidied up.
- A housing association house in St Thomas's Close up for sale. From time to time properties are sold and monies reinvested, leading to a potential loss of rented property in the village.
- Comberton Playground Project had asked for £15000 by way of grant from South Cambridgeshire District Council, who were supportive of the application.
- A decision on the Local Plan was due tomorrow. The implications were outlined.

County Cllr Frost spoke to his written report, including:

- A meeting with Anglian Water. Extensive CCTV surveys are to be undertaken. Cllr Frost will arrange for Anglian Water to attend the next meeting.
- The CCC budget meeting and the implications of the change from Cabinet to Committee format.

Cllr Frost was encouraged to liaise with District Cllr Burkitt regarding the proposed cycle route over St John's College land and liaison with CCC.

**2. To approve the minutes of the last meeting on 12 February 2014**

RESOLVED that the minutes of the last meeting on 12 February be approved <sup>(Prop RE, 2nd CW)</sup> and signed by the Chairman, after an amendment to show that Cllr Scott was present.

**3. To consider an application for co-option to fill a casual vacancy**

RESOLVED that Sophia Higman be co-opted as a member of the Parish Council. <sup>(Prop CW, 2nd JM)</sup> Cllr Higman signed the Declaration of Acceptance of Office before taking her seat.

**4. 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 matters arising, was noted.

- 4.1 (3.3.2 and 3.3.3) Review of decision made at last meeting as to funding of the play equipment project – proposal that Comberton Playground Project covers the £591.25 shortfall

RESOLVED that the Comberton Playground Project covers the shortfall. (Prop PC, 2nd CW)

- 4.2 (3.4) Damage to the Skate Park – to consider what action is needed and if the quote is to be accepted

RESOLVED that Cllr Pemberton could dismantle the skate park surface and seek quotes. Carried forward.

## **5. Finance, procedure & risk assessment**

- 5.1 To receive the financial report and to approve the payment of bills

RESOLVED to note the imbalance in the agreed budget and to cover this by reducing the current village maintenance fund by £1071.00. (Prop RE, 2nd CW)

RESOLVED to receive the financial report and that this be checked against the invoices and statements before the cheques are signed at the end of the meeting.

RESOLVED (Prop CW, 2nd BP) that the payments as listed in the financial report should be paid, plus CGM (Pavilion cleaning) £45.60.

Salaries	£301.90
HMRC (PAYE/NIC)	£19.00
CGM (Pavilion Clean)	£45.60
LGS Services (Admin support)	£1535.82
CPRE (Affiliation fee)	£29.00
CGM (Grass cutting)	£151.20
Community Action Suffolk (Village Hall insurance)	£890.14
LGS Services (Admin support)	£1770.45

RESOLVED to clarify with the Chairman regarding the notice period charged by Wright Way Cleaning and if agreed, that this should be paid. As a gesture of goodwill payment will be made for two weeks' cleaning. (Prop CW, 2nd SM)

Credits including an insurance refund, pitch hire fees, reimbursement for shared SLCC subscription, VAT refunds, and bank interest were noted.

RESOLVED that the Recreation Working Group review the terms and conditions for using the Pavilion and bring a recommendation to a future meeting.

On a proposition by the Chairman, the order of business was varied at this point.

- 5.3 To note actions taken by the Clerk using her delegated powers because of the risk or health and safety

Works put in hand by the Clerk under her emergency delegated powers were noted.

authorised the following urgent repairs using her delegated powers:-

- The Referee's shower has broken and Nutcombe plumbers were called to fix it. A new shower was required at a cost of £220 plus the call out fee.
- A blocked drain at the pavilion is being attended to.
- A new floresant tube has been ordered to fix the flickering light at the pavilion and this will be replaced when it arrives.
- Mr Rooke has been asked to attend to a broken manhole cover in the recreation ground car park.

- The legionella report from Beacon indicated that the water samples exceeded the total viable counts or identified pathogens. The tank has to be pasteurised. This is being arranged.

5.2 To consider the implications of the repeal of Section 150(5) of the Local Government Act 1972 and its safe and efficient arrangements for the safeguard of public money  
Noted. RESOLVED that the Parish Council will continue with the present arrangement of cheques and two signatories.

**6. To receive reports and recommendations from committees, working groups and members**

6.1 Planning Committee report

The Planning reports as circulated were taken as read. RESOLVED to note that an appeal on land to the rear of 5 Long Road had been allowed. The Planning and Tree Groups are to look at the land with a view to establishing what is there and to bring a recommendation to a future meeting.

6.2 Recreation Ground Working Group (RWG)

6.2.1 Discussion on the Pavilion and whether the Council should progress drawing up plans for possible works/extension and progress funding applications and if so in what form and location should this be

RESOLVED to note that Tim Lodge of Agrostis had obtained an extension to 30 June for the AmeyCespa grant and sports pitches project.

RESOLVED that the RWG is to establish the sources of funding and any constraints. Colin Walker is to be sent the plans of the existing pavilion and asked to provide a firm quote for working with the Parish Council to cost both a) an extension to the existing pavilion and b) a new pavilion near the play equipment. The RWG is to bring a report and recommendation to a future meeting <sup>(Prop HG, 2nd JM)</sup>

6.2.2 Comberton Playground Project Phase 1 update report

Noted that work had commenced today and was anticipated to be completed by 20 March. With regard to Phase 2, the outcome of the WREN grant application was awaited. The Phases 2 plans and quotes are to be brought to the next meeting.

RESOLVED that the third party funding is to be released by 20 March.

6.3 Transport Working Group (TWG) proposed cycle path and consideration of insurance requirements

RESOLVED to note that the Minor Improvement Scheme funding for the 40 mph buffer zone had not been granted. A response from CCC is awaited regarding the permissive cycle path.

6.4 LDF Vision Working Group – update on the LDF Local Plan pertaining to Comberton

The Parish Council had been asked to work with SCDC on a development plan for Bennell Farm.

6.5 Planings had been delivered by the County Council for Byway 7. More planings may be available.

**7. To consider matters arising out of correspondence/communications received**

7.1 U3A Garden Group request permission to hold plant sale by duck pond on 24 May  
RESOLVED to grant permission. <sup>(Prop CW, 2nd JM)</sup>

7.2 Wiser Recycling – alternative date for electrical items collection

RESOLVED that respond that 5 or 26 June would be preferable, and to convey the newsletter editor's contact details to enable the deadline of 15 May to be met.

7.3 To consider arrangements for the Council's admin support and land and property administration from 1 April 2014

The Clerk declared an interest and offered to leave the meeting whilst the matter was discussed. RESOLVED as the Chairman was not present to continue under the current contract until the Chairman brought the information and recommendation to the Council and a decision could take place.

7. **Closure of meeting**

There was no further business and the meeting closed at 8.55 pm.

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

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APPROVED