

**COMBERTON PARISH COUNCIL**  
**The minutes of the Annual Parish Council meeting held on**  
**Wednesday 14<sup>th</sup> May 2014 in the Village Hall at 7.30pm**

|                  |   |                                |
|------------------|---|--------------------------------|
| Members present: | Mr H Griffiths (Chairman) <sup>(HG)</sup> | Dr J McCabe <sup>(JM)</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 T Scott <sup>(TS)</sup>     |
|                  | Mr A Hollick <sup>(AH)</sup>              | Mr N Taylor <sup>(NT)</sup>    |

In attendance: 2 members of the public and Mrs Gail Stoehr (Clerk).

**1. Election of Chairman and other Annual Business**

1.1 To receive the Chairman's declaration of acceptance of office, or, if not then received, to decide when it shall be received

RESOLVED that Cllr Bacon be elected Chairman. <sup>(Prop RE, 2nd AH)</sup>

1.2 To elect a Vice-Chairman

RESOLVED that Cllr Griffiths be elected Vice-Chairman. <sup>(Prop JM, 2nd JP)</sup>

1.3 To appoint committees, working groups or any other officers which the Council deems necessary

RESOLVED that the following committees and working groups be agreed: <sup>(Prop RE, 2nd JM)</sup>

1.3.1 Planning Committee

Membership: Cllrs Hollick, Westgarth, Scott, McCabe, Moffat and Taylor.

Terms of Reference: no change

Comberton Parish Council Planning Committee (The Planning Committee for short) is delegated:

- To consider and determine, on the Parish Council's behalf, all matters relating to residential planning and development control in the parish (up to 2 dwellings per plot and all associated planning applications e.g. walls, extensions etc).
- To consider and make recommendation on all matters in the adjacent parishes having impact on Comberton parish and to make recommendation to the Parish Council.
- To hold public meetings to gauge residents' views as appropriate
- To respond to communications relating to planning matters.
- To consider and respond to all matters relating to previous applications (e.g. amendments, enforcements, appeals etc).
- To discuss all matters relating to planning matters with officers at the local authorities.
- To attend and represent the Parish Council at SCDC Development Control Committee meetings.
- To consider all matters relating to the conservation area and to make recommendation to the Parish Council.
- To consider and draw up a draft village design statement and to make recommendation for its adoption to the Parish Council.
- To consider all matters relating to commercial applications and other non-residential development within the village and to make recommendation to the Parish Council.

- To consider all matters relating to development of 3 plus dwellings and to make recommendation for the approval or otherwise to the parish council and where appropriate make recommendation for the terms of any S106 agreement.
- To consider any recommendation by the Tree Group and/or Tree Warden on tree applications within the conservation area and to respond to the District Council.
- To consider all matters relating to any landscape or character assessment and to make recommendation.

The Planning Committee:

- Must have due regard to the Parish Council's Standing Orders at all times. In particular that meetings must be held in a public place, properly convened and decisions clearly minuted. It must act as a corporate body.
- Must respond to any direction given by the Parish Council.
- Membership shall be up to seven members with a quorum of three.  
These members shall be:
  - Should elect from amongst its members every six months a Chairman who is authorised to sign all agenda, correspondence and planning responses during their term of office.
  - May set up sub groups (working parties) that may meet informally to discuss aspects of the Planning Committee's work and to prepare recommendations for the Committee's consideration. The working parties may contain persons not on the Parish Council.
  - May invite individuals, groups and organisations and/or officials to attend its meetings as appropriate and public participation at the meetings is at the Committee's discretion.
  - May seek free advice or information from the District or County Councils and/or other body to enable it to understand or carry out its duties more effectively or to bring recommendation to the Parish Council if there is a cost implication to the Parish Council.

1.3.2 Focus Group

Terms of Reference: no change

- Brief: A group to consider and respond to new ideas and initiatives and to make recommendations to full council for its consideration.
- Administrative matters: No formal agenda, minutes or meeting room required etc as group not committee
- Financial matters: Delegated to arrange and spend the Community Events budget annually in conjunction with the Clerk.
- Membership: Cllrs Westgarth (Convenor) and Hollick.
- All members are to be invited to attend meetings and participate.

The Focus Group

- Must have due regard for the Parish Council's Standing Orders.
- May seek advice or information from the District or County Councils and/or other body to enable it to understand or carry out its duties more effectively.
- Should liaise with other Parish Council committees as appropriate.
- May co-opt residents and others to attend.

1.3.3 Tree Group

Membership: Cllrs McCabe (Parish Council co-ordinator), Westgarth, and Scott, plus Mrs J Hughes (Co-opted) Dr C Chambers (co-opted) and Mr R Cook (Co-opted and Tree Warden and Convenor)

Terms of Reference: no change

- Brief: A group to consider and monitor all matters relating to trees and hedging in the public areas of the parish and on land owned or managed by the Parish Council.

The Tree Group is asked to:

- Monitor all trees owned by the Parish Council as detailed in the Tree Survey report dated January 2001 and to make recommendations to full Council for its consideration.
- To consider all matters relating to trees in private ownership where they impact on the public areas and to make recommendation to the appropriate authority.
- Consider all tree applications for work within a conservation area and to make recommendation to the Planning Committee for a response.
- Consider all implications relating to trees and hedging as part of planning applications and S106 Agreements.
- To consider all matters relating to the environment and biodiversity.
- Administrative matters: No formal agenda, minutes or meeting room required etc as a working party not a committee
- Financial matters: The members together with the Clerk are delegated to spend the budget allocated each year for tree maintenance and tree projects having due regard for the Council's standing and financial orders.

Cllr Crossley arrived.

#### 1.3.4 Transport Working Group (TWG)

Membership: Cllrs Higman (Convenor), Bacon, Moffat, Taylor, Pemberton and Preston.

Terms of reference: no change

- To continue to review the transport section of the Comberton Parish Plan and to make recommendation for implementation of projects to the Parish Council indicating clearly any anticipated costs.
- The TWG is tasked with bringing forward a project to spend the £10,000 allocated in the Financial Year.
- Administrative matters: No formal agenda, minutes or meeting room required etc as a working party not a committee

The TWG Group:

- Must have due regard for the Parish Council's Standing Orders.
- May seek advice or information from the District or County Councils and/or other body to enable it to understand or carry out its duties more effectively.
- Should liaise with other Parish Council committees as appropriate.
- May co-opt parishioners and others to join the group.

#### 1.3.5 Flooding Issues, Watercourses and Ditches Group

Membership: Cllrs Hollick (Convenor) and Elleray.

Terms of reference: no change

- To continue to review the condition of all watercourses, ditches, drains etc in the parish and to make recommendation, where appropriate, to the Parish Council. Consultations.
- Administrative matters: No formal agenda, minutes or meeting room required etc as a working party not a committee

The Group:

- Must have due regard for the Parish Council's Standing Orders.

- May seek advice or information from the District or County Councils, Environment Agency, Anglian Water and/or other body to enable it to understand or carry out its duties more effectively.
- May co-opt parishioners and others to join the group.

#### 1.3.6 Affordable Housing

Membership: Cllrs McCabe, Westgarth, Moffat (convenor) and Taylor.

Terms of Reference: no change

- To facilitate/encourage provision of affordable homes within Comberton (consistent with Comberton's need) and to make recommendation, where appropriate, to the Parish Council.
- Administrative matters: No formal agenda, minutes or meeting room required etc as a working party not a committee

The Group:

- Must have due regard for the Parish Council's Standing Orders.
- May seek advice or information from the District or County Councils, Water and/or other body to enable it to understand or carry out its duties more effectively.
- May liaise and discuss Comberton's affordable housing need and provision with other parishes, and potential providers of affordable homes, in order to facilitate/encourage provision of affordable homes within Comberton (consistent with Comberton's need).
- May co-opt up to two parishioners and others to join the group.
- Should liaise with other Parish Council committees and working groups as appropriate.

#### 1.3.7 Finance and Budget Working Group

Membership: Cllrs Westgarth, Ellera (Convenor) and Higman.

Terms of Reference: no change

The working group will meet quarterly to:

- review the agreed budget against receipts and payments / income and expenditure reporting any significant variance to the Council for discussion.
- monitor the Council's risk and financial regulations policies and consider items referred to it by the RFO or Council.
- keep under review the Council's scale of fees and charges
- undertake the role of the Financial Overseer as identified in the Financial and Risk Assessment policy.
- prepare a recommendation to the January Parish Council meeting on the budget. The working group is asked to take the baseline budget which will be prepared by the Clerk and consider this against the agreed principles and add any special projects suggested by other working groups or members to it before making its recommendation to the Council.

The following basic principles are to be applied to its budgets:

- The Council will continue to look for other sources of funding apart from the Precept to fund its budget
- The Council, with involvement of other village organisations and groups wherever possible, shall engage in projects to enhance the village and its facilities
- The Council should endeavour to make the pavilion run at as near to, if not at, nil cost

#### 1.3.8 Recreation Working Group (RWG)

Membership: Cllrs Pemberton (Convenor), Crossley (liaison with Comberton Playground Project), Preston, Westgarth, McCabe and Higman.

Cllr Griffiths was thanked for all his hard work and contribution as Convenor.

Terms of Reference: No change.

The RWG is to:

- To consider all management aspects of the Recreation Ground and other recreational areas including Watts Wood
- To look at the facilities on the Recreation Ground and their use
- To make recommendations on further Terms of Reference for this working group and also its membership.
- The Working Group is 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
- investigate whether it would be possible to put the Recreation Ground into a Trust, and consult with other users
- invite sports clubs and other users of the recreation ground to participate in a Recreation Ground Extension Steering Group (RESG)
- prepare a project plan to extend and improve the recreation ground pavilion
- Meet the football clubs and Cambridgeshire FA to agree the pitch layout
- Obtain quotes to carry out the proposed work on the recreation ground extension and extension and refurbishment of the pavilion. It would assist if Gail could identify an architect to draw up plans for the refurbishment and extension and the RWG recommended to the Parish Council that she be asked to do so.
- Submit applications for grant funding.
- Its purposes shall be to explore sources of funding to develop the recreation ground extension, to submit applications for funding which appear to it to be appropriate and any other purposes which the Parish Council shall authorise.
- Shall not accept any funding or conditions for funding without first obtaining authorisation from the Parish Council
- Administrative matters: No formal agenda, minutes or meeting room required etc as a working party not a committee

The Group:

- Must have due regard for the Parish Council's Standing Orders and financial regulations
- May seek advice or information from other authorities and/or other body to enable it to understand or carry out its duties more effectively.
- Should liaise with other Parish Council committees and working groups as appropriate.

#### 1.3.9 Employee Review Working Group

Membership: Cllrs Griffiths (Convenor and Employee Line Manager) and McCabe.

The Terms of Reference were confirmed as follows:

Terms of reference

The Working Group:

- Shall meet at least annually to review employee performance against contract and any Council agreed targets and bring to the Council recommendations for salary increments or changes to contracts.
- Shall hear any grievance or handle any disciplinary matters asking the Council promptly to convene the necessary panels without divulging the issue to the Council or its members at this stage so as not to prejudice the process.

### 1.3.10 Vision Working Group

Membership: Cllrs Elleray (Convenor), McCabe, Scott, Moffat and representatives of the village.

Terms of Reference: RESOLVED to make the following changes <sup>(Prop RE, 2nd SH)</sup>

- To monitor and advise the Council on the progress and details of the SCDC Local Plan submission to the Planning Inspectorate and subsequent reviews,
- To liaise with SCDC, TOFT PC and the developer to maximise the benefit to Comberton residents, and minimise any adverse impact on Comberton residents of development at Bennell Court and in particular help to define the area development plan for this site,
- To continue to support the Council and its residents in resisting any substantial development in, or adjacent to Comberton, in line with residents affirmed needs,
- The Working Group may co-opt others as necessary.
- Administrative matters: No formal agenda, minutes or meeting room required etc as a working party not a committee

### 1.3.11 Standards Committee

Membership: Cllrs Elleray, Griffiths and Bacon (Chairman), with Cllr McCabe as the reserve member.

Terms of Reference: no change.

To meet as may be from time to time required to consider any complaints received in accordance with the Parish Council's policy.

### 1.4 To appoint representatives on any other organisation or authority, which the Council deems necessary

RESOLVED that the following be agreed: <sup>(Prop RE, 2nd JM)</sup>

Terms of Reference:

The members as appointed to represent the Council on another organisation or authority are asked to research and attend meetings relating to their area of representation and to report regularly to the Parish Council. Members are also asked to make clear recommendation for action to the Parish Council as and when appropriate. Members should have due regard for the Parish Council's Standing Orders at all times.

#### 1.4.1 Village Hall Representatives:

Cllr Elleray declared an interest as a trustee. Cllr Pemberton declared an interest as his wife was a trustee.

RESOLVED that Cllr Hollick continue as the Council's representative on the Village Institute <sup>(Prop HG, 2nd JM)</sup>

#### 1.4.2 Parish Paths and P3 Co-ordinator - Cllr Westgarth with Cllr Elleray to shadow.

- To monitor all public rights of way in the parish
- To draw up annually a proposal for improvement and maintenance for public rights of way in the village
- To apply for and spend in conjunction with the Clerk, the annual County Council's parish paths grant
- Must have due regard for the Parish Council's Standing Orders.
- May seek advice or information from the District or County Councils and/or other body to enable it to understand or carry out its duties more effectively.
- Should liaise with other Parish Council committees as appropriate.

#### 1.4.3 Police Liaison – Cllr Scott

Terms of reference

- To attend the Police liaison meetings

- To liaise with local PCSO and police as appropriate.
- To liaise and support Neighbourhood Watch and Countryside Watch as appropriate.
- To report and make recommendation to the Parish Council as appropriate.

#### 1.4.4 Countryside Watch – Cllr Scott

##### Terms of reference

- To monitor the activities of Countryside Watch generally
- To receive calls and other communications from Countryside Watch and pass these on as necessary
- To report and make recommendation to Parish Council as appropriate.

#### 1.4.5 Comberton Playground Project - RESOLVED that Cllr Moffatt continue as the Parish Council's Trustee on the Comberton Playground Project <sup>(Prop BP, 2nd JM)</sup>

#### 1.4.6 Comberton Village College link – Cllr Preston

#### 1.4.7 Assets' Review - The Vice-Chairman and any members who wish to attend.

##### Terms of reference

- To review the condition of assets and inspect land titles in the village and bring a recommendation to the Council for any works required.

#### 1.5 To inspect any deeds and trust instruments in the custody of the Council

It was noted that the following sites had all been registered and a copy of the title deeds were available from Land Registry or by contacting the Clerk:

- Allotments, Long Road
- Recreation Ground and land extension
- Path between the Recreation Ground to Green End
- Janes' Estate (Harbour Ave, Hillfield Road etc development)
- Village Hall sites
- Watts Wood
- South Street notice board site
- The Pond
- POS at Thornbury (the Leach Homes development)

## 2. Apologies for absence and declarations of interest

Apologies for absence were received from Cllrs Bacon (illness) Moffat (out of parish) and Westgarth (out of parish).

#### 2.1 To receive declarations of interests from councillors on items on the agenda

Cllr Pemberton declared an interest in any item concerning the Church as his wife was a member of the Parochial Church Council.

Cllr Scott declared an interest in any item concerning the Recreation Ground Speedcut works as a sub-contractor at no cost for Speedcut.

#### 2.2 To receive written requests for dispensations for disclosable pecuniary interests (if any)

None.

#### 2.3 To grant any requests for dispensation as appropriate

None.

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

Cllr Scott spoke to his written report as District Councillor on:

- The City Deal for Greater Cambridge. SCDC had agreed to look into this further.
- The bin emptying schedule over the winter.

- The sharing of services between SCDC and Huntingdonshire District Council.
- The Government initiative Community Infrastructure Levy. SCDC will help parishes put together a Neighbourhood Plan.

Cllr Frost's written report was noted in his absence.

The concerns of Cllr Westgarth at the changes to the 18A bus service from 1 June were noted in her absence. Cllr Pemberton reported on the changes and demand responsive transport. RESOLVED that Cllr Pemberton should find a link and put an item in Contact and information on the website.

RESOLVED that the Parish Council required written reports from the District and County Councillors for its meetings and that these should be sent to the Clerk a week before the meeting so that they could be circulated with the agenda.

**3. To approve the minutes of the last meeting on 9 April 2014**

RESOLVED that the minutes of the last meeting on 9 April be approved <sup>(Prop RE, 2nd JP, carried with 2 abstentions)</sup> and signed by the Chairman, after an amendment on Page 806 to insert the words "deficiency in".

**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.

Cllr Preston reported that an email had been sent to Shaun Sycamore at CVC.

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

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

Cllr Ellera declared an interest as one of the payments related to his expenses.

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 <sup>(Prop PC, 2nd BP)</sup> that the payments as listed in the financial report should be paid, plus G Rooke and Son (car park) £2578.00, Canalbs (Internal audit) £131.68, LGS Services (Admin support) £1560.17, R Ellera (Expenses) £137.51, G Rooke and Son (Drain) £165.00, and Comberton PCC (S137 donation) £750.00.

|                                       |          |
|---------------------------------------|----------|
| CGM (Pavilion cleaning)               | £182.40  |
| CAPALC (Affiliation fee)              | £740.95  |
| Playsafety Ltd (Play area inspection) | £103.20  |
| FCC Recycling (Third party funding)   | £5497.36 |
| Nutcombe (New pavilion shower)        | £321.00  |
| CGM (Grounds maintenance)             | £46.12   |
| Connections Bus (Youth bus)           | £2607.00 |
| Salaries                              | £320.76  |
| CGM (Pavilion cleaning)               | £136.80  |
| Eon (Electricity Direct Debit)        | £115.77  |

Credits including pitch hire fees and an allotment rent payment were noted.

**5.2 Annual reviews**

**5.2.1 Standing Orders, Financial Regulations, Risk Assessment and other policies review**

RESOLVED that no changes were required at this time. <sup>(Prop HG, 2nd RE)</sup>

**5.2.2 Assets, Insurance Policy and fidelity guarantee review**

RESOLVED that the Assets List be reviewed and confirmed.

RESOLVED to note that the Clerk had used her delegated powers to put urgent repairs in hand following criminal damage to windows at the pavilion.

RESOLVED that no insurance claim would be made. <sup>(Prop HG, 2nd RE)</sup>



- 5.3 Internal auditor report to the Council and appointment of Internal Auditor for FY2015  
RESOLVED to receive the Internal Auditor's report.  
RESOLVED that the Clerk review is to be an agenda item at the end of the October meeting.  
RESOLVED that the Parish Council is to ensure that volunteers undertake written risk assessment as and when carrying out work on Parish Council assets and land and this is passed to the Clerk. A second person is to be present if the risk is high.  
RESOLVED that the insurers are to be asked about the requirements for volunteers using their own tools and undertaking works on the play equipment and skatepark.  
RESOLVED that no CRB checks were required at present for volunteers working on the recreation ground but that this would be kept under review and the Parish Council will bear this in mind if circumstances change.  
RESOLVED to obtain three quotations for next year's Internal Audit.
- 5.4 To approve the accounts for FY2014 and the completion of the Annual Governance Statement  
RESOLVED that the accounts be approved <sup>(Prop RE, 2nd JP)</sup> and that the statements in Section 2 of the annual return be all answered "Yes" apart from Question 9 on Trust Funds which is "Not applicable". <sup>(Prop BP, 2nd JM, carried with one abstention)</sup> and the Annual Return be signed by the Chairman.
- 5.5 To consider S137 requests for financial support, including Comberton Football Club line marker, St Mary's Church and Summer Reading Challenge  
Requests from Comberton Football Club and St Mary's Church were considered and in accordance with its powers under Section 137 of the Local Government Act, 1972, it was RESOLVED that the Council should buy the line marker use by all Clubs and the Clubs should buy the paint.  
RESOLVED to authorise the Clerk to place an order once Cllr Pemberton has liaised with the Football Club about the make and model.  
RESOLVED to donate £750 to St Mary's Church which, in the opinion of the Council is in the interests of the area and its inhabitants. <sup>(Prop RE, 2nd JM)</sup>
- 6. To receive reports and recommendations from committees, working groups and members**
- 6.1 Planning Committee report  
The Planning report as circulated was taken as read. It was noted that during work being carried out at Church Farm House, suppliers had gone up the Causeway and had caused damage to the cobbles. Peter Gaskin at CCC had taken this up and requested that a diplomatic letter be sent.  
Cllrs Crossley and Higman left the meeting briefly during this item and returned a few minutes later.
- 6.1.2 Complaint about the location of a BT green box in Barton Road  
RESOLVED that A letter expressing concern at the lack of courtesy in not contacting the Parish Council, and at the effect on the sight lines of the junction, is to be sent, and BT is to be asked to contact the Planning Committee regarding an alternative site.
- 6.2 Recreation Ground Working Group (RWG)  
The RWG had not met since the last meeting.
- 6.2.1 Phase 2 Playground Project – to consider the project details, funding and any quotes received  
Denise Hatherley was invited by the Chairman to take part in this item. Details of all the equipment were provided. The cost of Phase 2 including the wet pour under the story maker but not the story maker equipment would be covered completely by the grant from WREN.

Three quotes were considered, of similar value, but following consultation the recommendation was for the Kompan equipment.

RESOLVED to accept the quotation from Kompan <sup>(Prop RE, 2nd PC)</sup> subject to an appropriately addressed invoice for Phase 2 and all equipment being below 4m which is the Council's permitted development rights limit.

The story maker is to be an agenda item for the next meeting to consider how it can be funded.

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

7.1 31 Hillfield Road – concerns from landlord about trees blocking light

RESOLVED to carry the matter forward pending a report from the Tree Warden. Many of the trees along the ditch are the responsibility of CCC but it was thought that the subject of the complaint was a Parish Council tree.

7.2 Beacon – Pavilion annual water treatment contract renewal

RESOLVED to renew the contract with Beacon at a cost of £614 plus VAT. <sup>(Prop RE, 2nd BP)</sup>. No additional quotes were required because the risk assessment would need to be redone by another company at an additional cost of £250.

7.3 SCDC – Community Infrastructure (CIL) Draft Charging Schedule

Noted.

7.4 Connections Bus report

RESOLVED to find out whether there is the same gender divide when the bus visits other villages. Cllr Crossley is to visit the bus to make enquiries and have a discussion about the proposed new pavilion.

7.5 Resident – Normandy Way and grass cutting

RESOLVED to establish whose land the trees are and if they are the responsibility of the Parish Council, to request the Council's grass cutters to improve the cutting. If they are the Housing Association's responsibility, the matter is to be referred to them. RESOLVED that Council is broadly satisfied that the grasscutting in the village is in line with the contract however, the grass on the perimeter of the Recreation Ground between the bowls and the tennis courts requires attention by the contractor.

**8. Closure of meeting**

The Parish Council wished the Chairman a speedy recovery.

There was no further business and the meeting was declared closed at 10.00 pm.

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

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