

**COMBERTON PARISH COUNCIL**  
**The minutes of the First and Annual Parish Council meeting held on**  
**Wednesday 13 May 2015 in the Village Hall at 7.30pm**

Members present:	Miss A Bacon (Chairman) <sup>(AB)</sup>	Mr T Scott <sup>(TS)</sup>
Councillors:	Mr A Hollick <sup>(AH)</sup>	Mr N Taylor <sup>(NT)</sup>
	Dr J McCabe <sup>(JM)</sup>	Miss C Westgarth <sup>(CW)</sup>
	Mrs J Preston <sup>(JP)</sup>	

In attendance: 1 member of the public and Mrs Gail Stoehr (Clerk).

1. To elect a Chairman and to receive the declaration of acceptance of office  
 RESOLVED that Cllr Bacon be elected as Chairman <sup>(Prop JM, 2nd AH)</sup>. The Chairman signed her declaration of acceptance of office.
2. To elect a Vice-Chairman  
 RESOLVED that Cllr Westgarth be elected Vice-Chairman. <sup>(Prop JM, 2nd AB)</sup>
3. Delivery by councillors of their declarations of acceptance of office  
 RESOLVED to note that all seven members present had signed their declaration of acceptance of office before the start of the meeting.  
 RESOLVED to grant Cllr Griffiths a time extension until the September meeting. <sup>(Prop CW, 2nd JM)</sup>  
 RESOLVED to grant Cllr Moffat a time extension to the next meeting. <sup>(Prop CW, 2nd JM)</sup>
4. To approve the minutes of the last meeting  
 RESOLVED that the minutes of the previous meeting on 8 April 2015 be approved and signed by the Chairman. <sup>(Prop AB, 2nd NT, carried with 6 in favour and 1 abstention)</sup>
5. To co-opt to fill any vacancies resulting from insufficient candidates at election and to make arrangements for any remaining vacancies to be filled  
 RESOLVED to co-opt Sophie Higman in her absence. <sup>(Prop AB, 2nd JP)</sup>  
 RESOLVED that Cllr Higman's declaration of acceptance of office is to be signed by the next meeting. <sup>(Prop AB, 2nd CW)</sup>  
 The next four items were taken together.
6. Review of delegation arrangements to committees, working groups, employees and other local authorities and
7. Review of the terms of reference for committees and working groups and
8. Receipt of nominations to existing committees and working groups and
9. Appointment of any new committees and working groups, confirmation of the terms of reference, the number of members (including, if appropriate, co-opted members) and receipt of nominations to them

Planning Committee

Membership: Cllrs Hollick, Westgarth, Scott, McCabe, Moffat and Taylor. Cllr Bacon is to sign the first summons and notice of meeting and the Committee is to appoint a Chairman at the first meeting who will then summon members and give notice of the meeting..

Terms of Reference:

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.

#### Focus Group

##### Terms of Reference:

- 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 and Hollick (Convenor).
  - 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.

#### Tree Group

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

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.

#### Transport Working Group (TWG)

Membership: Cllrs Higman (Convenor), Bacon, Moffat, Taylor, Scott 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.

#### Flooding Issues, Watercourses and Ditches Group

Membership: Cllrs Hollick (Convenor) and Taylor.

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.

#### 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.

#### Recreation Working Group (RWG)

Membership: Cllrs Westgarth (Convenor to September meeting), Griffiths (Convenor from September), Preston, Scott, McCabe and Higman.

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.

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.

Standards Committee

Membership: The Chairman and Vice-Chairman will invite others to make up the committee as needs arise.

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.

10. Review and adoption of standing orders, financial regulations, risk assessment arrangements and other policies  
RESOLVED that copies of the policies should be sent to all members. (Prop CW, 2nd AB)  
RESOLVED to adopt the new Financial Regulations.
11. Review of arrangements, including any charters, with other local authorities and review of contributions made to and expenditure incurred by other local authorities  
The arrangements for P3, verges cutting and SCDC lighting were reviewed.
12. Review of representation on or work with external bodies and arrangements for reporting back

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 recommendations 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.

Village Hall representatives (2) – Cllr Hollick

Parish Paths and P3 Co-ordinator - Cllrs Westgarth and Taylor (Convenor).

- 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.

Police liaison - Cllrs Scott and Taylor

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.

Countryside Watch – Cllrs Scott (Convenor) and Taylor

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.

Comberton Playground Project (Trustee and liaison) – Cllr Moffat

Comberton Village College link – Cllr Preston

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.

13. Review of inventory of land and assets

RESOLVED that the following sites have all been registered and the documents are available:

- Allotments, Long Road
- Recreation Ground and land extension
- Path at Green End
- POS within the Jane's Estate
- Village Hall site
- Watts Wood
- POS at the Leach Homes development
- Pond
- South Street notice board site

RESOLVED to apply for the land on which the Parish Pump sits at the end of FP5. (Prop CW, 2nd JM) Cllr Westgarth is to prepare the history of the pump for the application.

14. Review and confirmation of arrangements for insurance cover in respect of all insured risks  
The insurance cover, including the fidelity guarantee, was reviewed.
15. Review of the Council's complaints procedure  
RESOLVED that the policy continue without change.
16. Review of the Council's procedures for handling requests made under the Freedom of Information Act 2000  
RESOLVED that the policy continue without change.
17. Review of the Council's policy for dealing with the press/media  
RESOLVED that the policy continue without change.
18. Setting the dates, times and place of ordinary meetings of the Council  
RESOLVED that meetings continue to take place on the second Wednesday of every month except August, in the Village Hall from 7.30 – 9.30 pm.
19. Review of dispensations required under the Code of Conduct to enable the Council to conduct its business  
RESOLVED that the granting of dispensations continue be delegated to the Clerk.  
Cllr Preston left the meeting at 8.40 pm.
20. Member training arrangements  
RESOLVED that all members should undertake training in line with the training policy.  
A training budget is in place.

### **Comments and observations from members of the public and County and District Cllr reports**

A resident raised –

- Concerns over the length of time taken for the refurbishment of the village sign. It was explained that the delays were due in part to the poor condition of the sign and that it was expected back within three weeks.
- Concerns about the street lighting project problems. A formal letter of complaint is to be sent to Balfour Beatty and Mark Lloyd, the Chief Executive Officer at CCC, regarding the street lighting problems. Old lights had not been removed, and there were still lights burning during the day.
- Queried the annual accounts and the figures shown as Income and Expenditure 2013.

District Cllr Scott reported –

- that his report in Comberton Contact will list his promises to the electorate.
- A large planning application for Foxton had paid a professional to represent them and prepare the response.
- 64 Barton Road planning application should go to the Planning Committee.

21. Apologies for absence and declarations of interest  
Apologies were received from Cllr Griffiths (out of parish) and Cllr Moffat (out of parish).
22. Matters arising or carried forward from the last 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.
- 22.1 HMRC Option to tax the recreation ground

RESOLVED to respond with guestimated costs based past hire income but increased to four pitch hires per week, costs of maintenance of the recreation ground and new pitches anticipated to increase to double the existing costs..

23. Finance, procedure and risk assessment

23.1 To receive the financial report and to approve the payment of bills

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 CW, 2nd AH)</sup> that the payments as listed in the financial report should be paid.

RESOLVED to remind Fresh Air Fitness that the Parish Council insists on 5% retention and by accepting the cheque they agree to the Parish Council's terms.

SCDC (Trade waste) DD	£20.67
BT (Pavilion telephone) DD	£32.00
SCDC (Pavilion rates) DD	£51.80
Canalbs (Internal audit)	£272.67
LGS Services (Admin support)	£1502.86
Fresh-Air Fitness (Outdoor gym equipment deposit)	£4467.60
CGM (Causeway clearance)	£232.80
ESPO (Tables)	£216.48
Playsafety Ltd (Rospa inspection)	£132.00
CGM (Grass cutting)	£46.12
EON (Electricity) DD	£187.92
CGM (Normandy Close planting)	£688.80
Speedcut (Retention)	£2370.10

Credits including receipt of the precept, pitch fees and insurance and rent reimbursement for the Village Hall, were noted.

23.2 To receive the Clerk's report on any action taken using her delegated powers

None.

23.3 To consider any urgent works required because of risk or health and safety

The bonfire on the cricket square has been reported to the Police. Income from the Clubs will be reduced.

Two trees are down in the Spinney. Cllr Scott is to look at the trees and make a recommendation to a future meeting if work is required.

Grass cuttings are being dumped in the Spinney and on the Recreation Ground land extension.

RESOLVED to write to the resident adjacent to the pond to inform them that their wall is collapsing into the pond.

23.3.1 RoSPA Play Safety inspection report

This item was deferred to enable the RWG to bring a recommendation to a future meeting.

23.4 Internal Auditor report to the Council and appointment of Internal Auditor FY2016

RESOLVED to note the Internal Auditor's report.

RESOLVED to appoint Jacquie Wilson of CANALBS as Internal Auditor for FY2016.

23.5 Approval of the accounting statements and completion of the Annual Governance Statement FY2015

RESOLVED that the accounts for FY ending 31 March 2015 be approved subject to the I&E figures showing as 2013 being checked and amended as necessary <sup>(Prop AB, 2nd CW)</sup>

RESOLVED 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”. (Prop AB, 2nd CW)

RESOLVED that bank signatories are to remain as they are until the Parish Council has had an opportunity to consider alternative banking arrangements.

24. To consider correspondence/communications received

24.1 SCDC S106 Indemnity – Land adj 10 Swaynes Lane

RESOLVED that the S106 Indemnity be signed by the Chairman and Cllr McCabe (Prop CW, 2nd NT)

24.2 CCC – Consultation on Local Validation list for applications for planning permission

Noted.

24.3 NALC – Local Council Award Scheme

Noted.

24.4 Consultation on extending the remit of the local government to larger parish councils

Noted.

24.5 Resident – Canada geese on the village pond

RESOLVED that Cllr Taylor should monitor the position.

25. Closure of meeting

The unauthorised plants in Hillfield Road had been removed.

There was no further business and the meeting was declared closed at 10.04 pm.

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

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