COMBERTON PARISH COUNCIL

I hereby give notice that, as previously arranged, the Meeting of the Parish Council will be held on

Wednesday 14 October 2015 in the Village Hall at 7.30pm.

The Public and Press are cordially invited to be present.

All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting as set out below.

Gail Stoehr, Clerk 09/10/15

AGENDA

1. Apologies for absence and declaration of interests
   1.1 To receive written apologies for absence and reasons
   1.2 To receive declarations of interests from councillors on items on the agenda and details of any dispensations held
   1.3 To receive written requests for dispensations for interests and to grant any requests for dispensation as appropriate (if any)

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

2. To approve the minutes of the meetings on 9 September and 6 August

3. Matters arising or carried forward from the last meeting or a previous meeting for discussion or decision and to note the Clerk’s report
   3.1 S/2204/14/OL – Bennell Farm, West Street, Toft – Outline planning application for up to 90 dwellings, car park, football pitch and associated infrastructure works
   3.2 (4.5) Vandalism at the Pavilion – to consider quote and costs of installing grilles over the windows
   3.3 (6.2) Tree adjacent to 41 St Thomas Close – to consider tree surgeon’s report
   3.4 (6.3) CCC Minor Highways Improvement Scheme bid – to consider and approve submission
   3.5 (3.1) Ditch clearance behind the School Houses – to consider quotes
   3.6 (3) Report and recommendation on meeting with CGM to discuss contract problems (NT)

4. Finance, procedure & risk assessment
   4.1 To receive the finance report and to approve the payment of bills
   4.2 To consider the specification for the annual grass cutting and village maintenance contract, including the land extension so that tender invites can be issued
   4.3 HMRC Option to Tax granted to consider the implications
   4.4 Annual Audit completion and to consider the qualification
   4.5 Pensions Regulator – automatic enrolment
   4.6 Arrangement for staff annual reviews (HG)

5. To receive reports and items from committees, working groups and members for information only unless specified
   5.1 Planning Committee report
   5.2 Recreation Ground Working Group report and recommendations that -
      5.2.1 The Parish Council purchase a builder’s bag of topsoil, sand and seed to enable Comberton Crusaders to fill in the rabbit holes in the recreation ground extension
      5.2.2 The Parish Council purchases a container for storage including Comberton Crusaders’ football posts and that the Parish Clerk obtain 3 quotes for the cost of a container, (at least 26 ft in length)
      5.2.3 The Parish Council seeks planning permission to install a container for football goalposts at the north side of the Pavilion.
   5.3 Proposal that a Finance and Budget Working Group be set up (CW)
   5.4 Complaints about litter outside the Post Office (AB)
   5.6 Contact editorship (JM)

6. To consider matters arising out of correspondence/communications received
   6.1 Resident – request that the vegetation is cleared from land adjacent to 15 St Thomas Close
   6.2 Comberton Crusaders request for a payment plan
   6.3 Circus Tyanna request for permission to visit
   6.4 CCC City Deal Cambourne to Cambridge bus route consultation
   6.5 South Cambs Police – solutions to problem parking

7. Closure of meeting

Initials in brackets adjacent to an item indicate the member who has tabled this item or is expected to report. Numbers in brackets before an item indicate the minute reference from the last or previous meeting when this matter was tabled.

Mrs Gail Stoehr, Clerk to Comberton Parish Council, 30 West Drive, Highfields Caldecote, CB23 7NY
Tel: 01223 264553 Email: parishclerk@comberton.org.uk
Comments and observations from members of the public

The Council’s standing orders require the Council’s meetings to be held in the village hall. The Parish Council might decide to adjourn the meeting to another venue if a) large number of people attend the meeting and b) an alternative venue is available.

2. To approve the minutes of the last meeting on 9 September and the extra-ordinary meeting on 6 August – attached.

3.1 S/2204/14/OL – Bennell Farm, West Street Toft – Outline planning application for up to 90 dwellings, car park, football pitch and associated infrastructure works

The TWG recommendation is attached.

3.2 (4.5) Vandalism at the Pavilion – to consider quote and costs of installing grilles

A window has been broken again. A quotation will be brought to the meeting which includes the cost of installing grilles to all windows.

3.3 (6.2) Tree adjacent to 41 St Thomas Close – to consider tree surgeon’s report – attached.

3.4 (6.3) CCC Minor Highways Improvement Scheme bid - attached

Cllr Higman writes:

This is the application to the Local Highways Initiative funding for the zebra crossing. I've updated it to include the maximum £15,000 contribution from Comberton PC that was agreed in principle at the last PC meeting and to highlight the planning application at Bennell Farm.

I need to double check with the police that we don't need their comments. I'll do that this week and bring any comments to the PC meeting.

4.1 To receive the finance report and to approve the payment of bills – attached

The table tennis invoice shows that an accessory pack – 2 balls and 4 bats – was delivered with the table. Is this correct and if so for the assets list where are they stored?

The Comberton Playground Project informed in July that it was still waiting for Gift Aid to be processed. It still owes the Parish Council £4733.87.

4.2 To consider the specification for the annual grass cutting and village maintenance contract so that tender invites can be issued

Attached.

4.3 HMRC Option to Tax granted

HMRC has granted permission with the following conditions –
- You will not be able to reclaim any pre-option input VAT in respect of the land and property
- Entitlement to future VAT reclaim to be in line with the capital gains scheme

4.4 Annual Audit completion and to consider qualifications – attached.

4.5 Pensions regulator – automatic enrolment

“The law on workplace pensions has changed. Under the Pensions Act 2008, every employer with staff in the UK is required to automatically enrol those who are eligible.
into a workplace pension scheme and contribute towards it. Your staging date is 1 April 2017. This is the date the law comes into effect for you.

Key steps –
Find out who to enrol

Check that your payroll processes work for automatic enrolment
Choose a pension scheme
Raise awareness amongst your staff
Information on all of these key steps can be found in our step-by-step guide to automatic enrolment

Start your preparations now. Use our planning tool to help you find out what steps you’ll need to take to prepare, when to take them and approximately how much time to allow.”

Enrol My Staff has a list of pension providers (but not advice on which one to use)
can be obtained from http://www.enrolmystaff.co.uk/

NB the Clerk and Gardener are both an “entitled worker”

The Clerk advises the Council to seek advice from an independent pension advisor.

5.1 Planning Committee report – the minutes of the meeting are published on the website when received. www.comberton.org.uk

5.2 Recreation Ground Working Group report and recommendations
5.2.1 That the Parish Council purchases a builder’s bag of topsoil, sand and seed to enable Comberton Crusaders to fill in the rabbit holes in the recreation ground extension
5.2.2 That the Parish Council purchase a container for storage including Comberton Crusaders’ football posts and that the Parish Clerk obtain 3 quotes for the cost of a container, (at least 26 ft in length)
5.2.3 That the Parish Council seeks planning permission to install a container for football goalposts at the north side of the Pavilion.

5.6 Contact editorship
Cllr McCabe writes:
I have had a phone call from a member of the Contact Committee asking the PC to publicise that they are looking for a new Editor.

6. To consider matters arising out of correspondence/communications received
6.2 Comberton Crusaders request for a payment plan
The Club proposes to pay a set amount each month by standing order then pay the balance or receive a refund at the end of the season.

6.3 Circus Tyanna request for permission to visit
Circus Tyanna would like to visit Comberton for 3 or 4 days as part of our 2016 tour.

6.4 CCC City Deal Cambourne to Cambridge bus route consultation
The Greater Cambridge City Deal is planning to consult on better bus routes along the A428 corridor from 12 October to 23 November 2015.
The proposals aim to create speedy and reliable bus routes between Cambourne and Cambridge, including:
- Bus lanes on existing roads
- Bus-only routes
- New Park & Ride
Pedestrian and cycling facilities
The project’s web page www.gccitydeal.co.uk/cambourne-to-cambridge has now been updated with the consultation dates. The consultation will be widely publicised through various channels, including leaflets and posters, press releases and online; a questionnaire will be online and included in the leaflet. Staffed drop-in exhibitions across the area will give residents the opportunity to look at proposals in more detail, ask questions and share their views.

Briefing sessions for local members, Parish Councils, Residents Associations and other interested parties are planned for the earlier stages of the consultation. We will contact you shortly with more details on these.

In the meantime, please don’t hesitate to contact the Team Leader, Ashley Heller, on Ashley.heller@cambridgeshire.gov.uk or 01223 728137 if you have any questions.

Kind regards,
The Greater Cambridge City Deal team

6.5 South Cambs Police – solutions to problem parking
Dear Parish Councillors
First of all let me begin by thanking you for attending our meetings to discuss the ongoing issues felt by your communities in relation to nuisance or inconsiderate parking. I do know there were a number that would have liked to have come but simply couldn’t for a number of reasons.

The purpose of this email was to update those who couldn’t attend and to remind those that did of what was said for further discussions in your meetings.

I recall that some of the parishes hadn’t been represented at the Spring Policing Panel meetings and were unaware of why it had become necessary to have an additional conversation about parking.

At the panels Chief Inspector Sutherland gave an overview of where the Police felt we were in terms of reduced crimes in our neighbourhoods and the issues the Police faced in maintaining our focus with ever reducing resources. The Crime & Disorder Reduction Partnership 12 month priorities of protecting the vulnerable were explained as was how and why it was necessary to risk assess and prioritise how we would conduct our business over the next 12 months.

We took many questions from attendees and it’s fair to say that there were several on issues of thoughtless and inconsiderate parking.

The Police position is clear. We cannot do what we have always done any longer. We will not prioritise action against nuisance parking unless there is a clear risk of harm coming to someone. The County and I review all incidents of collisions where there has been a fatality or serious injury to ascertain what can be done to prevent recurrence. There have been no such incidents in South Cambs in the past 12 months where visibility reduced by parked vehicles has been a significant factor.

The panel attendees asked us to consider what options were available to the community to deal with the problem for themselves. We discussed;

1. **Could the Police provide a form of words on headed notepaper that could be printed and placed on offending vehicles.**
   I do not support this;
   Volunteers would be acting without support or the sort of protective equipment that PCs and PCSOs wear.
   Some people become irrationally violent when they see strangers touching their vehicles.
There was a high likelihood of an ugly confrontation in the street – I would hate for a well-meaning volunteer to be assaulted because of a process that I put in place.
There is the possibility of allegations of criminal damage made against volunteers. Potential for discord within the community.

One area thought they might still do this albeit they accepted they would need to come up with the format themselves and take appropriate precautions.

2. **Could the Constabulary create a parking version of Speed Watch whereby we are sent an image of an illegally parked vehicle and we write to the RO.**

   We cannot support this option;
   We would be overwhelmed by images of vehicles which may not actually be illegally parked (waiting, actually still moving but doesn’t appear so, not showing restrictions in images etc etc)
   We would be overwhelmed by images of vehicles belonging to neighbours in the middle of neighbour disputes.
   We might have to employ someone to administrate the checks, the letters and the subsequent complaints and appeals processes.
   The use of PNC for this purpose might not be lawful – access to the data on the system is only accessible for a policing purpose and for each check the officer conducting the check is personally liable.

3. **Could the County take over responsibility of parking as in our major urban areas.**

   We approached DC. At this time there are no plans to take this on.
   Enquiries with County reveal;
   A Parking Enforcement Officer costs about £30k PA when taking into account salary, employment, administration, pension costs etc.
   + Office Costs
   + an appeals and admin process team
   + Vehicle
   The County Council estimate a scheme for an area the size of SC would cost £150k PA. Initially this would need to be met by a rise in the precept.
   Long term it might self-fund as unlike with Police, ticket revenue does not go direct to the Chancellor and can be used to self-fund the scheme. Long term you would all need to be sure that it could consistently issue 100+ tickets a week or inevitably there would have to be a rise in taxes. Personally I think that would be achievable initially but I doubt it would beyond six months.
   Moving responsibility for parking enforcement to County is a legal process involving ministerial support. It would not be simple to reverse (I’m not sure it’s ever been done) and once it’s gone across Police/ PCSO cannot continue to issue tickets for offences other than obstruction.

4. **Can Parishes buy a PCSO just to do parking complaints –Could we hire a PCSO on overtime.**

   PCSO costs about the same as PEO with on costs too. Additionally they’re over-qualified for the role of simply disrupting nuisance parking.
   PCSO normally cost about £45 an hour if required for an event – this is partly due to administration costs.
   An option may be the offer from the parishes of a conditional grant to a Community Parking Fund. This would allow the Constabulary to consume the administration costs and do its bit to help.
A grant of £1k would allow a PCSO to be deployed for 42 hours outside of their normal duties on voluntary overtime.

Some of the parishes are quite small and perhaps they could join a syndicate with others - we would prefer it not to be more than 4 to a syndicate and remain within the geographic Policing Panel Areas to make it manageable and give value. We would recommend that the hours are spread over 6 months. This makes finding volunteers easier and also would tend to make the period of enforcement longer to potentially change behaviours.

Areas for attention should be determined by the parishes however ultimately discretion of whether to ticket or educate remains with the PCSO. Would be managed by their area Policing Team and a breakdown of activity would be given to the parishes.

Revenue generated would not go to the Police or parishes but still go to the Chancellor.

Overtime would include travelling to the parish – the Constabulary would do its best to ensure the PCSO started at the local Police Station.

Should the PCSO be taken away for a major incident that time would not be deducted from the parishes’ hours.

Can I ask that you take this information away to your meetings for further discussions. There is of course an unwritten option which is that you choose to do nothing and we stay as we are dealing with issues as we come across them but not prioritising parking as a day to day issue.

Can I ask that if you would like to discuss the Community Parking Fund as an option for your parish that you come back to us as early as you can in September please (I think a few of you have meetings mid-September so as soon as you reasonably can after would be great).

Kind Regards.

Richard.

T/Insp Richard Isley
Safer Neighbourhood Manager
Cambourne Police Station

If there is interest from your parish in the Community Parking Fund, please notify the PCSO for your village, myself or Inspector Isley (richard.isley@cambs.pnn.police.uk) as soon as possible.

Many thanks,

PC 1477 Murphy, Cambourne Police Station.
Comberton Parish Council Transport Working Group

28 September 2015
Present: Sophie Higman, Nick Taylor, Tim Scott, Simon Moffat, Jill Preston

Recommendations from meeting to discuss planning application for Bennell Farm

The Transport Working Group continues to oppose the construction of 90 new dwellings at Bennell Farm on the grounds of the impact this will have on traffic and road safety in the Comberton village area.

Following a meeting to review the planning application for Bennell Farm development, we recommend that Comberton Parish Council submits the following comments to South Cambridgeshire District Council.

1. Traffic survey data
We have reviewed the traffic survey from 2013 shown in Figure 7.1 and 7.2 of the Transport Assessment. We believe the figures shown for the traffic flow are inaccurate because:

- the application survey shows a throughflow of approximate 575 vehicles between 8.00am and 9.00am;
- the Parish Council’s own traffic survey carried out on 12 November 2013 on Barton Road showed 746 vehicles, which is 29% higher.
- the absence of any traffic entering or leaving CVC during the evening rushour (5.00–6.00pm) suggests this cannot have been surveyed during term time.
- since the traffic survey in 2013 CVC has built up its 6th form college, which has generated considerably more traffic and parking.

The traffic survey should be repeated during school term to reflect current flows before the planning application is considered.

If the planning application approved Comberton Parish Council also submits that:

2. Relocation of the main entrance to Bennell Farm
The proposed main entrance to the Bennell Farm development is almost directly opposite the entrance to Comberton Village College and the sports facilities. This will cause congestion and a road safety hazard as vehicles will be entering and leaving Bennell Farm and CVC in large numbers in the morning rush hour.

The main entrance to the Bennell Farm site should be moved to the west of the proposed football field where there is currently an access road to Bennell Court office complex.

3. Speed reduction measures at entrance to Comberton
Cars often exceed the 30 mph speed limit when they arrive from the direction of Toft into Comberton. This adds to the danger of the Bennell Farm entrance and CVC entrance and exits.

As part of the development there should be speed reduction measures at the western entrance to Comberton (speed cushions / chicane); and the 30 mph speed limit should be extended west from Comberton to the lay-by (approximately 200 m).
4. Cycleway from Bennell Farm to Comberton village centre
We welcome the proposal to install a pedestrian footpath linking Bennell Farm to Comberton village centre on the north side of West Street. This should also provide a safe cycle route, continuing the existing cycle way from Bennell Farm.

The proposed footpath from Bennell Farm to Comberton village centre should incorporate a cycleway.

5. Speed limit vehicle actuated signs
We welcome the proposal to install speed limit vehicle actuated signs at appropriate locations along West Street. In order to be most effective, these should show the driver the speed that they are travelling.

Speed limit vehicle actuated signs on West Street should display the current speed of motorists to encourage compliance with speed limits.
VISUAL TREE CONDITION ASSESSMENT REPORT KEY

AGE CLASS:

**JUVENILE TREE:** A tree in the first third of its species life expectancy
**SEMI MATURE TREE:** A tree in the second third of its species life expectancy
**MATURE:** A tree in the final third of its species life expectancy
**OVER MATURE:** A tree over the final third of its species life expectancy (in a state of natural decline)

GENERAL OVERALL CONDITION

STRUCTURALLY:

**GOOD:** A tree without significant structural defects that does not require remedial tree work.
**MODERATE/FAIR:** A tree with minor structural defects which can be remediated/require minor tree works to amend.
**POOR:** A tree with significant structural defects which require major tree works to amend or cannot be remediated.

PHYSIOLOGICALLY:

**GOOD:** A tree with no physiological defects with characteristics of normal functioning within its systems. (Good health)
**MODERATE/FAIR:** A tree with minor physiological defects and small uncharacteristic abnormalities within its systems. (Ill health which can be remedied)
**POOR:** A tree with major physiological defects and obvious uncharacteristic abnormalities within its systems. (Significant ill health which cannot be remedied)
VISUAL TREE CONDITION ASSESSMENT REPORT FORM
INSPECTION BRIEF: INSPECTOR: Jenna Oakes

<table>
<thead>
<tr>
<th>TREE NO.</th>
<th>SPECIES</th>
<th>HEIGHT (M) Est</th>
<th>CROWN SPREAD (M) Est</th>
<th>AGE CLASS</th>
<th>GENERAL OVERALL CONDITION</th>
<th>PREVIOUS WORK CARRIED OUT</th>
<th>MANAGEMENT RECOMMENDATIONS AND OTHER INFORMATION</th>
<th>PRIORITY OF WORK REQUIRED</th>
<th>NEXT INSP</th>
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<tbody>
<tr>
<td>1</td>
<td>Silver Birch (<em>Betula pendula</em>)</td>
<td>18m</td>
<td>N – 4m E – 4m S – 4m W – 4m</td>
<td>Mature</td>
<td>Structurally – moderate Physiologically - good</td>
<td>None</td>
<td>I would recommend the installation of a non-invasive cable at approximately 12 m. Main fork at 80cm – compression fork. Tree has put down reaction wood to compensate for this.</td>
<td>To be carried out within 6 months.</td>
<td>Re-inspect 1 year</td>
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APPLICATION FORM
Local Highway Improvement (LHI) Initiative 2016/17

Please ensure you have read through the supporting LHI guidance document before completing this application form. You must complete all sections, failure to provide adequate information may result in your application being discounted or further information being requested. It is strongly advised that you contact the Local Projects team to discuss your application prior to submission. The options available are outlined in the LHI application guidance notes.

Please return your completed application to local.projects@cambridgeshire.gov.uk
Deadline for submission - Monday 2nd November 2015

Applicant Details:

<table>
<thead>
<tr>
<th>Applicant Name:</th>
<th>Comberton Parish Council</th>
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<tbody>
<tr>
<td>Contact Name:</td>
<td>Sophie Higman</td>
</tr>
<tr>
<td>Address:</td>
<td>7 West Street</td>
</tr>
<tr>
<td></td>
<td>Comberton</td>
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<tr>
<td></td>
<td>Cambridge</td>
</tr>
<tr>
<td></td>
<td>CB23 7DS</td>
</tr>
<tr>
<td>Email Address:</td>
<td><a href="mailto:shigman@comberton.org.uk">shigman@comberton.org.uk</a></td>
</tr>
<tr>
<td>Phone Number:</td>
<td>07958 283982</td>
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OBJECTIVES OF YOUR PROPOSAL: (see guidance notes)

What highway issue or improvement would you like to address?
What solution are you proposing? (e.g. Speed control, new footway, parking restrictions etc).

This is a proposal to install a zebra crossing across Barton Road, Comberton, in the zone between Hines Lane and the crossroad with Green End/South Street (see map Annex 1). The zebra crossing will provide a safe crossing point for accompanied and unaccompanied children attending both Meridian Primary School and Comberton Village College (CVC); the elderly; users of the recreational facilities and pitches on Hines Lane, and parents approaching the Comberton Nursery school on foot. We also propose to install double yellow lines on the south side of Barton Road, from South Street to Costcutter, to control problem parking in a resident’s gateway.

This stretch of road is a key crossing point at certain times of day. Primary school children who live to the south and west of the crossroad need to cross Barton Road here to reach Meridian Primary School via Hines Lane and the Recreation Ground. Secondary school children from the Harbour Avenue/ Long Road area cross in the opposite direction on the way to CVC. This point also links the sheltered housing for the elderly on the north side of Barton Road with Costcutter and the Post Office; and links the now expanded football fields and cricket pitch with the shop.

Barton Road is busy at peak times. Between 8 and 9am on 12 November 2013, a total of 746 motor vehicles were surveyed passing this stretch of road. In a separate survey between 8 and 9am on 14 July 2014, there were 93 pedestrians crossing the road at this point (note that more that half the CVC school classes were away at this time, so this represents fewer than normal pedestrians).

In August 2015, a planning application was submitted to South Cambridgeshire District Council for an additional 90 homes at the west edge of Comberton. If this application is granted, it
OBJECTIVES (continued)

will add a considerable extra number of vehicles to the rush hour traffic passing through Comberton on the way to Cambridge and the motorway.

Over two days (8–9am, 14 & 15 July, 2014), 141 pedestrians were surveyed for their opinions about installing a zebra crossing here. 94% of adults surveyed agreed or strongly agreed that they would support the installation of a zebra crossing at this point (see Annex 2). This demonstrates strong local support for a zebra crossing.

Please attach any additional information in support of your application e.g. plans, photos or correspondence. (Maximum of 3 pages)

CAMBRIDGESHIRE POLICE COMMENTS:
(see guidance notes)
If your application does not need Police consultation then please write not applicable in the box below.

FINANCIAL CONTRIBUTIONS

County Council LHI funding applied for: £10,000 Maximum £10,000

+ 

Applicant contribution: £15,000 Minimum of 10% of total cost

= 

Total Estimated Project Cost: £25,000 (max) Total of above (see indicative costs)

Please note that unless you contribute at least 10% of the total cost, your proposal will not be assessed. It is strongly advised that you contact the Local Projects team on the above email address to discuss this part of your application.
Please outline how your proposal fulfills the following aims of the LHI Initiative;

<table>
<thead>
<tr>
<th><strong>PERSISTENT PROBLEM:</strong></th>
<th><em>(see guidance document)</em></th>
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<tr>
<td>How does your proposal aim to address the problem and to what degree will it resolve or improve it?</td>
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<tr>
<td>Comberton is a long village with a central throughway on West Street/ Barton Road. With new housing expected at the west end of Comberton (Bennell Farm), as well as Cambourne, increasing levels of traffic are passing through Comberton. There is no safe crossing point for pedestrians in the village. This proposal will help pedestrians safely co-exist with the persistent and increasing problem of high traffic levels at peak times.</td>
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<th><strong>ROAD SAFETY:</strong></th>
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<tr>
<td>How will your proposal contribute to improving road safety?</td>
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<td>Improved road safety is the primary aim of the proposal. The zebra crossing will provide a safer crossing facility for pedestrians at a key intersection point of the village. It will be a significant improvement in road safety for local residents, especially school children at Meridian Primary School and Comberton Village College. It will also enable elderly residents of the sheltered housing to the north of Barton Road – who currently struggle to cross the road – to reach the Costcutter and the Post Office safely.</td>
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<th><strong>COMMUNITY IMPROVEMENT:</strong></th>
<th><em>(see guidance document)</em></th>
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<td>How does your proposal provide community improvement?</td>
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<td>The zebra crossing will enable children to make safer use of the new recreational facilities that have been installed in the Comberton Recreation Ground. Teenagers and pre-teens (many of whom are currently not permitted to cross the road alone) will be able to reach communal areas more safely, supporting their ability to take outdoor activity and develop their sense of responsibility. Installing double yellow lines between South Street and Costcutter would also help control the parking problem reported by No. 8 Barton Road.</td>
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<th><strong>ADDED VALUE:</strong></th>
<th><em>(see guidance document)</em></th>
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<tr>
<td>Are there any additional benefits to your proposal?</td>
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<tr>
<td>This is an application from Comberton Parish Council which has committed in principle to contributing up to £15,000 to the cost of the zebra crossing. This is a very large commitment, demonstrating the importance that the Parish Council places on installing a safe crossing point. The pedestrian surveys undertaken in 2014 also demonstrate the extremely high level of local support for this application.</td>
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*Thank you for taking the time to submit your proposal.*
Comberton Parish Council Application for Funds for Local Highway Improvements: Additional information

Annex 1: Map showing location of proposed zebra crossing

Annex 2: Consultation undertaken
We have taken a number of steps to ensure that this proposal is supported by local residents and the Cambridgeshire County Council Highways Department.

1. Consultation with Cambridgeshire County Council
On 11 June 2014, Jonathan Clarke (District Highway Manager, Local Infrastructure and Streets Management, Cambridgeshire County Council) and David Lines (Policy and Regulation Team, CCC) accompanied Sophie Higman and Nick Taylor of Comberton Parish Council on a walk through Comberton Village. We looked at various options for both improving pedestrian safety, and traffic calming. Mr Clarke and Mr Lines agreed that a zebra crossing at the proposed location was a possibility that could be pursued. In May 2015, the proposal was again discussed with Mr Lines, who reiterated that he considered the zebra crossing proposal to be worthwhile. There is a street light next to the proposed site, which was upgraded during the recent street light replacement scheme.

2. Consultation with Parish Council
Comberton Parish Council approved the proposed application for the Local Highways Improvement Fund, and has committed to provide a maximum of £15,000 towards the cost. This far exceeds the minimum 10%
contribution, and is ear-marked in case the costs reach the highest indicative cost of £25,000.

3. Consultation with residents
On 30 June a letter was distributed to residents of the houses on both sides of Barton Road in this stretch informing them of the proposal. Residents were invited to e-mail comments, come to the Parish Council meeting or meet with members of the TWG at their homes on 7 July.

Two e-mail responses were received: one positive response from No. 16 Barton Road “very much in favour of having a crossing at the place you propose”; and one from No. 8 Barton Road expressing “serious concerns”.

On 7 July Nick Taylor and Sophie Higman called at all eight houses between South Street and Hines Lane:
- one call was not answered;
- five occupants were very positive about the proposal;
- one gave a qualified positive response but was concerned about the possibility of disturbance from a flashing light;
- one was strongly opposed to the proposal, on the grounds that it would worsen the parking around Costcutter.

The issues raised by residents included:
- A zebra crossing might make it more difficult for cars to get into and out of the Costcutter carpark.
- Care should be taken not to situate the zebra crossing directly between the footpath exit and the shop pedestrian entrance because children will too easily run/scoot/ride straight out into the traffic. The PC should repair, and possibly move towards the road, the barriers on the footpath to slow pedestrians down, regardless of the zebra crossing proposal.
- The occupants of No.8 Barton Road are seriously concerned that installing a zebra crossing will increase the problem of people parking cars on the pavement and in front of their gate exit. They believe that a zebra crossing is not necessary here as there is no problem crossing the road, and if a zebra crossing is installed it should be in front of Meridian school rather than in the centre of the village.

Bearing in mind the concern from No. 8 Barton Road, we suggest that we should apply to install double yellow lines from the corner of South Street to Costcutter as part of the proposal.

4. Traffic and pedestrian surveys
Traffic surveys were carried out along this stretch of road and Barton Road outside Harbour Avenue in November 2013. In summary these counted a total of 683 vehicles passing at Harbour Avenue between 8 and 9am on Monday 8 November; and 746 vehicles at Hines Lane at the same hour on Tuesday 12 November 2013.

Sophie Higman and Nick Tailor carried out pedestrian surveys on 14 and 15 July 2014. In total 141 people (including adults and children) were surveyed over the two days, with 93 people crossing on 14 July, and an additional 48 people on 15 July.

Pedestrians were asked:
On a scale of 1 (strongly disagree) to 5 (strongly agree) what do you think of the proposal for a zebra crossing here?

The summary results for the two days are shown in the table:
<table>
<thead>
<tr>
<th></th>
<th>Strongly disagree</th>
<th>Disagree</th>
<th>Neutral</th>
<th>Agree</th>
<th>Strongly agree</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td>Number adults &gt;16 yrs</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>10</td>
<td>81</td>
<td>97</td>
</tr>
<tr>
<td>% in each category</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>10</td>
<td>84</td>
<td></td>
</tr>
</tbody>
</table>

In total, 94% of the adults surveyed over the two days agreed or strongly agreed with the proposal for a zebra crossing at this point on the road.
COMBERTON PC FINANCIAL REPORT
Oct-15

**Summary of Month**

<table>
<thead>
<tr>
<th>Description</th>
<th>£</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance brought forward</td>
<td>171,705.85</td>
</tr>
</tbody>
</table>

**Adjusts/transfs/inc during period**

- SCDC (ELECTION) ADJUSTMENT: 6.00
- CHQ 579 CANCELLED: 46.12

**Additional payments approved at last/previous meeting**

- CAME AND CO INSURANCE: -1270.05
- CGM GRASSCUTTING: -1692.43
- ST MARY’S CHURCH S137: -750.00
- SCDC TRADE WASTE: -20.73 DD
- BT PAVILION TELEPHONE: -32.00 DD
- SCDC PAVILION RATES: -53.00 DD

**Misc Credits**

- COMBERTON CRUSADERS CLEANING DEPOSIT: 40.00
- COMBERTON CRUSADERS PAVILION KEYS - SET 19: 150.00
- SCDC PRECEPT: 29185.00

**Total Adjustments**

- 25,608.91

**Balance revised after adjustments**

- 197,314.76

**Bank Reconciliation**

<table>
<thead>
<tr>
<th>Account</th>
<th>Funds</th>
<th>Statement</th>
<th>Outstanding</th>
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</thead>
<tbody>
<tr>
<td>National Savings D&amp;M Fund</td>
<td>83,461.99</td>
<td>83,461.99</td>
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<tr>
<td>Santander</td>
<td>113,852.77</td>
<td>117,492.32</td>
<td>-3,639.55</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>197,314.76</strong></td>
<td><strong>200,954.31</strong></td>
<td><strong>-3,639.55</strong></td>
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</table>

**Expenditure for approval**

<table>
<thead>
<tr>
<th>Description</th>
<th>£</th>
<th>chq no.</th>
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<tbody>
<tr>
<td>PKF LITTLEJOHN AUDIT</td>
<td>720.00</td>
<td>622</td>
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<tr>
<td>CGM GRASSCUTTING</td>
<td>130.98</td>
<td>623</td>
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<tr>
<td>CONNECTIONS BUS PROJECT YOUTH BUS</td>
<td>1250.00</td>
<td>624</td>
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<tr>
<td>SALARY</td>
<td>20.00</td>
<td>625</td>
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<tr>
<td>SALARY</td>
<td>271.87</td>
<td>626</td>
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<tr>
<td>LGS SERVICES ADMIN SUPPORT</td>
<td>1291.70</td>
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<tr>
<td>SHANARD WOODEN POSTS</td>
<td>240.00</td>
<td>628</td>
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</table>

**Total Expenditure**

- 3,924.55

**Balance C/F**

- 193,390.21

Gail Stoehr
Responsible Financial Officer

**Notes:**

Late invoices will be brought to the meeting
<table>
<thead>
<tr>
<th>Category</th>
<th>Budget 2016</th>
<th>Actual R&amp;P</th>
<th>% 2017</th>
<th>Budget 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Agency Expenses</strong></td>
<td></td>
<td></td>
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<tr>
<td>Grass cutting verges</td>
<td>1022.00</td>
<td>704.60</td>
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<tr>
<td>P3 The Causeway</td>
<td>194.00</td>
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<tr>
<td><strong>Sub total Agency Services</strong></td>
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<td>704.60</td>
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<tr>
<td><strong>General Administration</strong></td>
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<tr>
<td>Advertising</td>
<td>550.00</td>
<td>0.00</td>
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<td>Affiliation fees</td>
<td>870.00</td>
<td>439.20</td>
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<td>Audit</td>
<td>650.00</td>
<td>272.67</td>
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<td><strong>Councillors' expenses (including training)</strong></td>
<td>350.00</td>
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<tr>
<td>Misc. (bank charges, other)</td>
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<td></td>
<td></td>
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<tr>
<td>Post, Telephone, Photocopying, Stationery, Office Fee, electronic payroll</td>
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<tr>
<td>Clerk training &amp; Travel</td>
<td>2000.00</td>
<td>2759.62</td>
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<td>Election costs</td>
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<tr>
<td><strong>Insurance</strong></td>
<td>1425.00</td>
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<td><strong>Admin Support</strong></td>
<td>9984.00</td>
<td>5642.00</td>
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<tr>
<td><strong>Salaries &amp; NIC</strong></td>
<td>3900.00</td>
<td>2043.09</td>
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<td><strong>Salaries/admin contingency</strong></td>
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<tr>
<td><strong>Sub-total General Administration</strong></td>
<td>20479.00</td>
<td>11156.58</td>
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<tr>
<td><strong>S137 Grants</strong></td>
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<tr>
<td><strong>Sub-total S.137</strong></td>
<td>1250.00</td>
<td>750.00</td>
<td>60%</td>
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<tr>
<td><strong>Village &amp; assets maintenance</strong></td>
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<tr>
<td>Pavilion</td>
<td>7200.00</td>
<td>2882.57</td>
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<tr>
<td>Land maintenance: Recreation Ground, land extension, Janes Estate, Pond,</td>
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<tr>
<td>Village &amp; assets maintenance materials &amp; labour</td>
<td>2000.00</td>
<td>1763.54</td>
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<tr>
<td><strong>Trees</strong></td>
<td>5200.00</td>
<td>2604.00</td>
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<tr>
<td>Village Hall building</td>
<td>42.00</td>
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<tr>
<td><strong>Village &amp; Assets Running Costs sub-total</strong></td>
<td>23400.00</td>
<td>11188.63</td>
<td>50%</td>
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<tr>
<td><strong>Tennis courts resurfacing</strong></td>
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<tr>
<td><strong>Village Enhancement</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td><strong>Capital Schemes/Special projects</strong></td>
<td></td>
<td></td>
<td></td>
<td>7656.19</td>
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<tr>
<td>Village Events inc Community Christmas lights events</td>
<td>100.00</td>
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<td>0%</td>
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<tr>
<td>Parish Plan proposals</td>
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<td>Recreation Ground (RWG)</td>
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<tr>
<td>TWG - interactive signs &amp; road markings</td>
<td>5600.00</td>
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<tr>
<td><strong>Youth projects</strong></td>
<td>11495.00</td>
<td>6700.00</td>
<td>58%</td>
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<tr>
<td><strong>Footway lighting</strong></td>
<td>250.00</td>
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<td>0%</td>
<td></td>
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<tr>
<td>Projects assuming 50% of reserve allowance</td>
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<td>#DIV/0!</td>
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<tr>
<td><strong>Sub-total Capital Schemes/Special projects</strong></td>
<td>17445.00</td>
<td>14356.19</td>
<td>82%</td>
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<tr>
<td><strong>Contingency fund 5%</strong></td>
<td>10500.00</td>
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<td>0%</td>
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<tr>
<td><strong>Reserves increase</strong></td>
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<tr>
<td><strong>BUDGETED EXPENDITURE</strong></td>
<td>74290.00</td>
<td>38156.00</td>
<td>51%</td>
<td>0.00</td>
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<tr>
<td><strong>INCOME</strong></td>
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<tr>
<td>Precept</td>
<td>58370.00</td>
<td>58370.00</td>
<td>100%</td>
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</tr>
<tr>
<td>Interest</td>
<td>600.00</td>
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<tr>
<td>Other Income</td>
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<td></td>
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<tr>
<td>Agency Services (parish paths) CCC verges</td>
<td></td>
<td>964.66</td>
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</table>
## Special projects & grants

<table>
<thead>
<tr>
<th>Description</th>
<th>Balance B/F</th>
<th>Payments</th>
<th>Receipts</th>
<th>Balance in Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lands, Recreation Ground and Pavilion income</td>
<td>3000.00</td>
<td>1271.58</td>
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<td>Reserves release</td>
<td>11627.00</td>
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<td>General and 2013 project reserves released</td>
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<td>95.11</td>
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<td><strong>BUDGETED INCOME</strong></td>
<td>73597.00</td>
<td>60701.35</td>
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</table>

<table>
<thead>
<tr>
<th>Money in reserves (B/F from last year R&amp;P)</th>
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</thead>
<tbody>
<tr>
<td>P3 grant</td>
<td>0.00</td>
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<tr>
<td>Recreation ground preparation fund</td>
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<td>1975.08</td>
<td>-6975.08</td>
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<td>Village Hall insurance</td>
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<tr>
<td>Leach Homes / Thornbury (S106 funds)</td>
<td>41207.83</td>
<td>107.50</td>
<td>41100.33</td>
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<tr>
<td>65-67 Long Road S106 (recreation ground)</td>
<td>0.00</td>
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<tr>
<td>Normandy Close S106</td>
<td>11999.25</td>
<td>11999.25</td>
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<tr>
<td>Longuet-Higgins (donation Recreation Ground)</td>
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<tr>
<td>3 Long Road S106 (play equipment)</td>
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<tr>
<td>3 Long Road S106 (indoor community)</td>
<td>712.92</td>
<td>712.92</td>
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<tr>
<td>Northfield Farm S106 (off-site provision and future maintenance)</td>
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<td>0.00</td>
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<tr>
<td>Northfield Farm S106 (indoors community facilities)</td>
<td>703.84</td>
<td>703.84</td>
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<tr>
<td>25 Green End S106 (off-site provision and future maintenance)</td>
<td>2.64</td>
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<tr>
<td>Play Equipment Phase 1</td>
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<td>Play Equipment Phase 2</td>
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<td>Play Equipment Phase 3</td>
<td>9903.29</td>
<td>13050.30</td>
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<tr>
<td>Comberton - Coton Cycle Path</td>
<td>675.00</td>
<td>250.00</td>
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<td>36 West Street S106 (outdoor community facilities)</td>
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<td>4509.42</td>
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<tr>
<td>36 West Street S106 (indoor community facilities)</td>
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<tr>
<td>Swayne Lane S106 (POS)</td>
<td>0.00</td>
<td>3229.55</td>
<td>3229.55</td>
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<tr>
<td>Swayne Lane S106 (Community Space)</td>
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<td>533.73</td>
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<tr>
<td>Village Sign Refurb</td>
<td>1000.00</td>
<td>1180.00</td>
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<tr>
<td>General fund</td>
<td>106893.60</td>
<td>142209.50</td>
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<tr>
<td><strong>Total</strong></td>
<td>173540.34</td>
<td>£16,562.88</td>
<td>£4,680.13</td>
<td>£193,390.21</td>
</tr>
</tbody>
</table>

**TOTAL payments (inc reserves)**                                           | £54,718.88  |            |            |                 |
**TOTAL receipts (inc reserves)**                                            | £65,381.48  |            |            |                 |
COMBERTON PARISH COUNCIL GRASS CUTTING AND VILLAGE MAINTENANCE 2016-2018 INCLUSIVE

AREAS AND SPECIFICATION

JANES ESTATES (plan attached1, 1a, 1b, 1c highlighted yellow)(hedge plans map 7)
  • Cut all the open public areas and grass verges on the Janes Estate strimming around trees and obstacles as necessary up to 14 times per year (depending on the weather) to maintain a neat and tidy appearance.
  • Ongoing clearance of any brambles at Long Road/Harbour Avenue junction

RECREATION GROUND
  • Cut the main recreation ground up to 20 times during the season (depending on the weather but generally every week during the cricket season) with either a triple mower or up-front cylinder mower
  • Additional cuts may be advised or requested if the weather demands
  • Cut the perimeter of the recreation ground up to 12 cuts per season strimming around obstacles e.g. benches, bins, play equipment etc as necessary
  • Cut the outsides and top of the hedge on the northern boundary annually in September each year – the hedge should be kept suitable for sport and recreation ground users. (hedge marked in red on map 7)
  • Cutting/trimming outside and top of the western hedge adjacent to bowls club and tennis court (in blue) (twice) as detailed in amended specification emailed 24 January
  • Maintaining the main car park area and path around the pavilion in a weed free condition
  • Maintain/strim the shrub embankment to the west of the car park and also the rear of the pavilion to maintain a tidy appearance (2 times per annum)
  • Supply and spread Spring/Summer fertiliser in April if necessary
  • Supply and spread Autumn fertiliser if necessary
  • To spray broadleaf weed killer in May/June if required, repeating treatment 10-14 days later if necessary

ADDITIONAL PATHS AND HEDGES (plan 2 paths highlighted in blue)
  • To keep the four paths (marked in red on the attached plan) unobstructed by clearing any nettles, brambles, hedging or vegetation to allow easy passage by pedestrians
  • To keep tidy the long area (highlighted in yellow on the attached plan) by trimming the hedging and clearing the brambles, elder, nettles etc. as necessary)

Please note that the ditch itself is the responsibility of the District Council. No debris is to fall into the ditch. The area/hedging to be maintained is on the eastern bank of the larger (northern area) and on the western bank of the smaller (southern) area.

WATTS WOOD (Map and maintenance plan enclosed - 3)
  • Maintenance of Watts Wood in accordance with the maintenance plan

POND AREA (plan attached) (4 highlighted yellow)
• Cur grass 12 times per annum
• Strim northern boundary to maintain tidy appearance

**MEMORIAL SITE (plan attached) (5 highlighted yellow)**

Cut the grass on the memorial site up to 8 times during the season, strimming around the memorial, plants and path etc as required. NB Care must be taken when strimming around the memorial, plants and paths

**VILLAGE HALL SITE**

• Maintain hedges on site as required

**Pond Area**

• Cut 12 times per year
• Strim northern boundary to maintain tidy appearance

**Memorial Site**

**Village Hall Site**

**Recreation ground land extension**

• Cut the grass on the land extension (excluding the wood and buffer zone) at the same frequency as the main extension. The grass should be cut at a height of 25mm to prevent scalping in some areas

• *Weed spray?*
• *Fertiliser?*
• *Top dressing and verti-draining*
• *Other?*

**Jubilee wood**

**2016/2018 etc**

• Cut the eastern side of the hedge on the Eastern Boundary (*to be done in autumn/winter season.*)
• Cut the grass paths through the new woodland every 3 weeks from April-October (as per specification).
• Trim the newly planted hedge that is planted in 10m gap. (Planted in 2012 - *to be done in autumn/winter season.*)
• Strim around all tree and shrub bases in woodland.
• Spray around all tree and shrub bases in woodland.
• Cut shoulder on one side of mown paths on last regular cut of mown paths.

**2017/2019 etc**

• Trim newly planted hedge in 10m gap by 50% from 2014’s growth.
• Cut the grass paths monthly from April-October.
• Strim around all tree and shrub bases in woodland.
• Spray around all tree and shrub bases in woodland.
• Cut shoulder on opposite side of mown paths on last regular cut of mown paths
Buffer zone between wood and pitches
The buffer zone should be mown twice a year that is in July and October. The existing pathways should continue to the edge of the wood area to maintain their short grass regime as paths. The western edge of the wood should have a crenulated boundary with indentation to create areas of shorter grass, mown twice a year to create different habitat types. A boundary has been marked with short posts between the pitch area and the wood and these extend the line from where the wood area extends south into the old recreation ground area.

The part of the buffer zone nearest to the pitches should be mown to the same regime as the paths in the wood to discourage pedestrians from walking on the pitches.

Normandy Close
To cut the Public Open Spaces in Normandy Close, Comberton
The frequency and schedule of cuts to be at the same as the rest of Jane’s Estate, Comberton

Maintain the perimeter landscaping [what specification eg trimming shrubs, weeding etc?]

Thornbury

Area 1: Linear Belt
Shade Tolerant
- Removal of surplus Ash saplings (or Sycamore saplings if occurring) every three years
- Coppicing of 10-20 m sections, out of phase with any hedge coppicing, and always maintaining some depth of cover east-west, to be considered when becoming ‘leggy’
- Maintenance of light from above over Oak and Cherry species

Light Tolerant
- Coppicing of 50% of areas to maintain light for bluebells
- Retain Apple and Field Maple as trees, formatively pruning as necessary
- Strim off rough grasses in late June to enable Bluebells to seed

Existing Hedge to the Drift
- Selectively coppice 10 m lengths over three years, after shade tolerant mix established and has attained at least 1.8 m in height

Brambles
- Biennially between November and the end of January, cut back brambles

Area 2: The Public Open Space (POS) & Ash Copse
- On a regular basis, to tie in with the grass cutting contract for other grassy areas in the village, cutting of a ca 1m wide strip to be maintained on the west side of the road, to delineate the copse from the roadway and prevent plant growth onto the road
- Monitor stand for health/overcrowding and make recommendations as necessary
- Remove Sycamore seedlings if occurring
- To strim the POS at Thornbury twice a year
- Biennially between November and the end of January, cut back brambles

Notes
• No work shall be carried out between early March and late June to avoid disturbance of nesting birds
• Each September during establishment, dead/diseased wood shall be pruned out; failed plants noted, removed and ordered. Formative pruning may be carried out
• Removal of man-made litter and debris in all areas
• Trees in the Linear Belt (Area 1) are covered by a group TPO. SCDC permission for any work to trees over 4” in diameter must be obtained prior to works being undertaken

The Causeway
  ▪ Hand sweep annually with a handheld motorised sweeper the cobbled surface
  ▪ Moss weed spray twice per annum (price to be quoted per application)

Ditch between the recreation ground extension and the Spinney – annual maintenance? (Rooke’s contract from December 2014 is outstanding)

Other
Tennis courts?

Sensory garden?

Tree works in accordance with tree survey?
GENERAL INFORMATION (continued)

H. M. LAND REGISTRY

CAMBRIDGESHEIRE SHEET XLVI 7 SECTION B

CAMBRIDGESHEIRE AND ISLE-OF-ELY

SCALE 1:1250

COUNTY OF CAMBRIDGESHEIRE

Enlarged from 1:2500

SCOTTISH LAND DISTRICT

COMBERTON PARISH

TITLE No. CD0026
### Watts Wood work schedule and timetable

The schedule aims to maintain the area for public access and create habitat to improve the wildlife opportunities.

<table>
<thead>
<tr>
<th>Date</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>January or February</td>
<td>Maintain canopy of hawthorn hedges around and within the wood at <em>ca</em> 2 m, to reduce obstruction to walkers; in sections, where appropriate, allow light penetration by trimming larger branches growing over the path.</td>
</tr>
</tbody>
</table>
| April           | Grass cut around seat  
                  | Cut grass paths; *ca* 1.5 m walkway                                                                                                     |
| May             | Grass cut around seat  
                  | Cut grass paths; *ca* 1.5 m walkway                                                                                                     |
| June            | Grass cut around seat  
                  | Cut grass paths as above                                                                                                               |
| July            | Grass cut around seat  
                  | Cut grass paths as above  
                  | Remove branches and bramble stems obstructing pathways                                                                                |
| August          | Cut grass on mound to 150 mm at end of month – including bramble and other scrambling species, to maintain clearing. Remove cut grass to prevent nutrient return.  
                  | Cut grass paths as above                                                                                                               |
| September       | Cut stream banks to keep base of ditch clear and reduce flooding risk (local authority responsibility)  
                  | Cut grass paths as above                                                                                                               |
| October         | Cut open glade areas on brook shoulder both sides of the pathway to *ca* 150 mm in approximately equal lengths of *ca* 40 m on triennial cycle (see A, B & C on attached sketch).  
                  | Cutting section B in 2010, C in 2011 and A in 2012 and thereafter by triennial rotation. Remove cut vegetation from the trimmed areas to prevent nutrient return.  
                  | Cut grass paths as above, as needed                                                                                                     |
| October or November | Identify possible overcrowded trees for felling. Some of felled wood to be stacked on site and allowed to rot as habitat; some may need to be removed |

**Note:** Some of the cut grass and wood could be burnt, but would be best stacked as habitat or removed. There is a risk that evidence of a management fire might be seen by some as an excuse for a little uncontrolled pyromania.
Site Plan for Sculpture at Conkerton
The Tree Group has looked at the contract and recommends that it should stay the same with the following modifications:

1. Sweeping grass from paths should be added to the grass cutting description

**Rec Extension**
2. The hedge in the gap on the east of Jubilee Wood should be allowed to grow. Only 50% of new growth should be removed and it should be part of the biennial hedge cutting regime
3. The path should be cut to 1 to 1.5m width
4. Remove reference to boundary posts on the west of Jubilee Wood as these are no longer there

**Normandy Close**
5. The hedge should be cut biennially initially by 50% of growth until it is 1.5m then to retain blow 2m height.

It was also suggested that brambles should be removed where they are overgrowing paths round the Village especially South St
Section 1 – Accounting statements 2014/15 for
Comberton Parish

Readers should note that throughout this annual return references to a "local council" or "council" also relate to a parish meeting.

<table>
<thead>
<tr>
<th>Year ending</th>
<th>Notes and guidance</th>
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<tbody>
<tr>
<td>31 March 2014</td>
<td>£</td>
</tr>
<tr>
<td>31 March 2015</td>
<td>£</td>
</tr>
<tr>
<td><strong>1 Balances brought forward</strong></td>
<td><strong>181406</strong> <strong>181669</strong></td>
</tr>
<tr>
<td><strong>2 (+) Annual precept</strong></td>
<td><strong>55590</strong> <strong>57000</strong></td>
</tr>
<tr>
<td><strong>3 (+) Total other receipts</strong></td>
<td><strong>68018</strong> <strong>149721</strong></td>
</tr>
<tr>
<td><strong>4 (-) Staff costs</strong></td>
<td><strong>8777</strong> <strong>4605</strong></td>
</tr>
<tr>
<td><strong>5 (-) Loan interest/capital repayments</strong></td>
<td><strong>0</strong> <strong>0</strong></td>
</tr>
<tr>
<td><strong>6 (-) All other payments</strong></td>
<td><strong>113068</strong> <strong>215628</strong></td>
</tr>
<tr>
<td><strong>7 (=) Balances carried forward</strong></td>
<td><strong>188169</strong> <strong>174657</strong></td>
</tr>
<tr>
<td><strong>8 Total cash and short term investments</strong></td>
<td><strong>245854</strong> <strong>173540</strong></td>
</tr>
<tr>
<td><strong>9 Total fixed assets plus other long term investments and assets</strong></td>
<td><strong>919029</strong> <strong>991531</strong></td>
</tr>
<tr>
<td><strong>10 Total borrowings</strong></td>
<td><strong>0</strong> <strong>0</strong></td>
</tr>
<tr>
<td><strong>11 Disclosure note Trust funds (including charitable)</strong></td>
<td><strong>yes</strong> <strong>no</strong></td>
</tr>
</tbody>
</table>

The council acts as sole trustee for and is responsible for managing trust funds or assets. N.B. The figures in the accounting statements above do not include any trust transactions.

I certify that for the year ended 31 March 2015 the accounting statements in this annual return present fairly the financial position of the council and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

| Date | 28/03/15 |

I confirm that these accounting statements were approved by the council on this date:

| Date | 13/05/15 |

and recorded as minute reference:

| Date | 23/5 |

Signed by Chair of the meeting approving these accounting statements:

| Date | 13/05/15 |
Section 2 – Annual governance statement 2014/15

We acknowledge as the members of:

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2015, that:

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</table>

1. We approved the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of the council to conduct its business or on its finances.
4. We provided proper opportunity during the year for the exercise of electors’ rights in accordance with the requirements of the Accounts and Audit Regulations.
5. We carried out an assessment of the risks facing the council and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.
6. We maintained throughout the year an adequate and effective system of internal audit of the council accounting records and control systems.
7. We took appropriate action on all matters raised in reports from internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the council and, where appropriate have included them in the accounting statements.
9. Trust funds (including charitable) – in our capacity as the sole managing trustee we discharged our responsibility in relation to the accountability for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.

This annual governance statement is approved by the council and recorded as minute reference dated 13/05/15

Signed by:
Chair [Amanda Bacon]
dated 13/05/2015

Signed by:
Clerk [Linda Poole]
dated 13/05/15

*Note: Please provide explanations to the external auditor on a separate sheet for each "No" response. Describe how the council will address the weaknesses identified.
Section 3 – External auditor certificate and report 2014/15
Certificate

We certify that we have completed our review of the annual return, and discharged our responsibilities under the Audit Commission Act 1998 as transitioanlly saved, for the year ended 31 March 2015 in respect of:

Respective responsibilities of the body and the auditor

The body is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The body prepares an annual return in accordance with proper practices which:
• summarises the accounting records for the year ended 31 March 2015; and
• confirms and provides assurance on those matters that are important to our audit responsibilities.

Our responsibility is to review the annual return in accordance with guidance issued by the Audit Commission (see note below). Our work does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and does not provide the same level of assurance that such an audit would do.

External auditor report (ACCA0056)

Except for the matters reported below, on the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

• In the completion of Section 4, the Annual Internal Audit Report, the internal auditor has drawn attention to significant weaknesses in relation to risks, particularly consideration of the council’s ability to fund projects in process. The Body must ensure that action is taken to address these areas of weakness in a timely manner.

Other matters not affecting our opinion which we draw to the attention of the Council:

External auditor signature

External auditor name: PKF Littlejohn LLP

Date: 13 September 2015

Note: The Audit Commission issued guidance in its Standing Guidance, which is applicable to external auditors' work on 2014/15 accounts.
The council’s internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2015.

Internal audit has been carried out in accordance with the council’s needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the council.

<table>
<thead>
<tr>
<th>Internal control objective</th>
<th>Agreed? Please choose only one of the following: Yes, No, Not covered?</th>
</tr>
</thead>
<tbody>
<tr>
<td>A  Appropriate accounting records have been kept properly throughout the year.</td>
<td><img src="true" alt="Agreed" /></td>
</tr>
<tr>
<td>B  The council’s financial regulations have been met, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.</td>
<td><img src="true" alt="Agreed" /></td>
</tr>
<tr>
<td>C  The council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.</td>
<td><img src="true" alt="Agreed" /></td>
</tr>
<tr>
<td>D  The annual precept requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.</td>
<td><img src="true" alt="Agreed" /></td>
</tr>
<tr>
<td>E  Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.</td>
<td><img src="true" alt="Agreed" /></td>
</tr>
<tr>
<td>F  Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.</td>
<td><img src="true" alt="Agreed" /></td>
</tr>
<tr>
<td>G  Salaries to employees and allowances to members were paid in accordance with council approvals, and PAYE and NI requirements were properly applied.</td>
<td><img src="true" alt="Agreed" /></td>
</tr>
<tr>
<td>H  Asset and investments registers were complete and accurate and properly maintained.</td>
<td><img src="true" alt="Agreed" /></td>
</tr>
<tr>
<td>I  Periodic and year-end bank account reconciliations were properly carried out.</td>
<td><img src="true" alt="Agreed" /></td>
</tr>
<tr>
<td>J  Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, were supported by an adequate audit trail from underlying records, and where appropriate debtors and creditors were properly recorded.</td>
<td><img src="true" alt="Agreed" /></td>
</tr>
<tr>
<td>K  Trust funds (including charitable) The council met its responsibilities as a trustee.</td>
<td><img src="true" alt="Not applicable" /></td>
</tr>
</tbody>
</table>

For any other risk areas identified by the council (list any other risk areas below or on separate sheets if needed) adequate controls existed:

**COUNCILLORS AT MEETINGS APPEAR TO HAVE FAILED TO UNDERSTAND THE FULL LIABILITY OF DECISIONS THAT WERE MADE FOR MAJOR PROJECTS. THEY ARE STRUGGLING TO FUND FUNDING TO COVER PROJECTS IN PROGRESS. NO PETTY CASH HELD**

Name of person who carried out the internal audit

**JACQUIE WILSON**

Signature of person who carried out the internal audit

**Signature**

Date: **23.04.15**

If the response is ‘no’ please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**“Note: If the response is ‘not covered’ please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed).**