

COMBERTON PARISH COUNCIL

I hereby give notice that, as previously arranged, the Meeting of the Parish Council will be held on
Wednesday 13 January 2016 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 07/01/16

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 meeting on 9 December 2015 and the confidential minutes of 9 December**
- 3. Co-option to fill casual vacancies – to consider any applications received**
- 4. Matters arising or carried forward from the last meeting or a previous meeting for discussion or decision and to note the Clerk's report**
 - 4.1 (4.5) To consider employing an officer to deal with recreation ground matters ^(HG)
 - 4.2 (6.3) Steps to the rear of the village hall
 - 4.3 Pensions Enrolment – to consider correspondence from Toft Parish Council suggesting sharing the cost of a pensions advisor
- 5. Finance, procedure & risk assessment**
 - 5.1 To receive the finance report and to approve the payment of bills
 - 5.2 Clerk's report on any use of delegated powers
 - 5.3 To review the budget FY2016
 - 5.4 To consider the pavilion electricity renewal quote
 - 5.5 To consider and approve the budget for FY2017
 - 5.6 To set and demand the precept for FY2017
- 6. To receive reports and items from committees, working groups and members for information only unless specified**
- 7. To consider matters arising out of correspondence/communications received**
 - 7.1 Resident complaint about dog fouling
 - 7.2 SCDC Local Plan – proposed modifications consultation
 - 7.3 SCDC Village Hero nomination
 - 7.4 CCC advocacy consultation
 - 7.5 Resident complaint about fallen leaves and request that the Parish Council clears them
- 8. 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

Clerk report to Comberton Parish Council 13 January 2016

Comments and observations from members of the public

2. To approve the minutes of the last meeting on 9 December (attached) and the confidential minutes of 9 December (awaited).
3. Co-option to fill casual vacancies – to consider any applications received. Three vacancies remain.
- 5.1 To receive the finance report and to approve the payment of bills – attached
- 5.2 Clerk's report on any use of delegated powers
- 5.3 To review the budget FY2016 attached.
- 5.4 To consider the pavilion electricity renewal quote
- 5.5 To consider and approve the budget for FY2017 – attached.
- 5.5 To set and demand the precept for FY2017
7. Correspondence
- 7.1 Resident complaint about dog fouling

A resident has written:
It has been noticed throughout the village there is an exceptional amount of dog mess everywhere!!!! All the paths around meridian school it is absolutely disgusting especially when it's dark
What can be done?????
It is constant there has been several incidents this year that people have actually let their dogs foul my front garden.
Can you please discuss this in your next meeting.
As I write this my wife has just text me and said a lady has just knocked on our front door to get some wipes as she has just walked through a load and it's all over her pushchair !!!!!!!
- 7.2 SCDC Local Plan – proposed modifications consultation

Proposed Modifications Consultation: Cambridge Local Plan 2014 – Proposed Submission & Submission South Cambridgeshire Local Plan 2014
The Cambridge and South Cambridgeshire Local Plans were submitted for examination in March 2014. The examinations were suspended in July 2015 to allow further work to be undertaken in response to initial issues raised by the Inspectors examining the plans. Cambridge City Council and South Cambridgeshire District Council are seeking your views on proposed modifications to the Cambridge and South Cambridgeshire Local Plans having undertaken further work.
Comments can only be made on the Proposed Modifications and associated Sustainability Appraisal between 9 am Wednesday 2 December 2015 and 5pm on Monday 25 January 2016. Details of where you can view the consultation and supporting documents, how to submit comments, and dates of public exhibitions can be found on the enclosed public notice.
The results of the public consultation will be considered by the Councils who will decide if any further amendments need to be made to the Local Plans. The Councils will then submit the consultation responses, evidence base documents and proposed modifications to the Planning Inspectors examining the Local Plans.

You have received this email because you made comments on the local plan or are a consultee. Please let us know if you no longer wish to be kept informed.

We look forward to hearing from you. If you have any queries, please do not hesitate to contact the planning policy teams at Cambridge City Council or South Cambridgeshire District Council. Contact details are on the attached public notice.

The response deadline is 25 January 2016.

The link to the consultation documents is in the attachment to the email already circulated to members on 3rd December.

7.3 SCDC Village Hero nomination

Nominate Your Community Heroes

The South Cambridgeshire Community Awards are the Council's way of saying a massive 'Thank You' to the amazing individuals, groups, and businesses that make South Cambridgeshire one of the best places to live and work in the country.

This year we have increased the number of categories from five to six, to celebrate as many community and business initiatives as possible.

The awards categories are:

- Village Hero
- Parish Councillor of the Year
- Outstanding Youth Initiative
- Outstanding Local Service/Amenity
- Environment Award
- Wellbeing Award

Please be sure to nominate the deserving people, organisations and businesses in your area.

Nominations close **Friday 15 January 2016**.

For further information or to download an nomination form visit our website www.scambs.gov.uk/community-awards or contact Kirstin Donaldson on Kirstin.Donaldson@scambs.gov.uk or 01954 712908

7.4 CCC advocacy consultation

Cambridgeshire County Council and Peterborough City Council are consulting with anyone with an interest in the future of advocacy services across Cambridgeshire and Peterborough. This could be existing service users, potential service users, friends or carers of existing or potential service users, professionals or the wider public.

Both Cambridgeshire County Council and Peterborough City Council are fully committed to the principles and benefits of independent advocacy and want the new service to build on the success of current and previous advocacy services. We are seeking feedback on the draft advocacy service specification. This feedback will be used to inform the final version of the advocacy service specification. This will be published once available.

[Further information and a copy of the draft specification](http://www.cambridgeshire.gov.uk/site/custom_scripts/cons_details.aspx?ref=415) is available on Cambridgeshire County Council's website at: http://www.cambridgeshire.gov.uk/site/custom_scripts/cons_details.aspx?ref=415 [[Please note this link ends in =415]]

The consultation questions can be downloaded from the link above, or [completed online](http://www.smartsurvey.co.uk/s/G2KX0/) at: <http://www.smartsurvey.co.uk/s/G2KX0/> [[Please note this link ends in G2KX0/]]

The consultation is running from 23rd November 2015 to 20th February 2016.

This is the second phase of consultation relating to the future of advocacy services. The findings from the first consultation phase in Cambridgeshire are available on Cambridgeshire County Council's website at the link above. Copies of the survey questions, draft specification summary document and findings from the first consultation phase in Cambridgeshire, are also available in different formats such as large print and easy read.

I have attached a short article about the consultation. If the Parish Council produces your village newsletter perhaps you would consider including this in your next issue.

If you have any questions about the survey please contact:

Cambridgeshire County Council

Carol Williams

Email: carol.williams@cambridgeshire.gov.uk

Tel: 01223 706130

Text of article below:

Consultation on advocacy services in Cambridgeshire and Peterborough

Cambridgeshire County Council and Peterborough City Council are consulting with anyone with an interest in the future of advocacy services across Cambridgeshire and Peterborough.

They are seeking feedback on the draft specification for an integrated advocacy service in their areas. Both councils are fully committed to the principles and benefits of independent advocacy and want the new advocacy service to build on the success of current and previous advocacy services. There will be one contract for advocacy services in Cambridgeshire, and one contract for advocacy services in Peterborough.

A three month public consultation opened in November 2015. For more information and to take part visit www.cambridgeshire.gov.uk and search for 'Consultations' to complete the online survey.

If you do not have internet access and require a paper copy of the consultation, or if you need it in an alternative format such as large print or Easy Read please contact:

Cambridgeshire – Carol Williams, tel: 01223 706130 email: carol.williams@cambridgeshire.gov.uk

Peterborough – Helen Gregg, tel: 01733 863618 email: helen.gregg@peterborough.gov.uk

The consultation closes on Saturday 20th February 2016.

7.5 Resident complaint about fallen leaves and request that the Parish Council clears them

Thank you for speaking to me regarding the situation with the trees and leaves in Bakers Close, No's: 1-9. I do understand what you said about the 'leaves' being a natural process, but it seems very unfair to me that seeing as all the leaves gather into the front and side of my Mother's property, that it should be up to her to clear this mess up. The grassed area that is there grows too, and is tended by the council, so, why can they not in the winter, when not cutting the grass, collect the leaves? No one in this section of Bakers Close were consulted about the planting of the trees. They were planted a long time after the houses were built, not when the houses were built. They have not been maintained, pruned etc. who knows where the roots are spreading too.

COMBERTON PC FINANCIAL REPORT

Jan-16

Summary of Month

Balance brought forward £
186,324.91

Adjusts/transfs/inc during period

CHQ 1633 CANCELLED 1,692.43

Additional payments approved at last/previous meeting

SLCC AFFILIATION FEE -285.00

COULSONS PAVILION REPAIRS -1626.07

ALARM MAINTENANCE ALARM SERVICE -117.60

SCDC TRADE WASTE -20.73

Misc Credits

SPORT ENGLAND GRANT 5000.00

SCDC S106 - LONG RD 5502.62

PHILLIPS MEMORIAL BENCH 150.00

Total Adjustments *10,295.65*

Balance revised after adjustments **196,620.56**

Bank Reconciliation

Account	Funds	Statement	Outstanding
National Savings D&M Fund	83,461.99	83,461.99	
Santander	113,158.57	118,679.09	-5,520.52
Total	196,620.56	202,141.08	-5,520.52

Expenditure for approval

		£	chq no.
CONNECTIONS BUS PROJECT	YOUTH BUS	2250.00	653
CAMBS ACRE	AFFILIATION FEE	52.00	654
	SALARY	271.87	655
	SALARY	20.00	656
LGS SERVICES	ADMIN SUPPORT	1485.25	657
PETER OAKES	TREE WORKS	192.00	658
ALARM MAINTENANCE	ALARM SERVICE	94.80	659

Total Expenditure

Balance C/F 4,365.92
192,254.64

Gail Stoehr

Responsible Financial Officer

Notes:

Late invoices will be brought to the meeting

COMBERTON PARISH COUNCIL BUDGET	1	2	3		
	Approved	Dec 2015	%	DRAFT	Notes 2017
EXPENDITURE	Budget	Actual		Budget	
Agency Expenses	2016	R&P		2017	
Grass cutting verges	1022.00	959.90	106%	1329.00	contract price 3 cuts
P3 The Causeway	194.00			200.00	contract price
Sub total Agency Services		959.90		1529.00	
General Administration					Annual report
Advertising	550.00	87.60	16%	550.00	CAPALC and DPA only. Will increase if include others eg Camb's Acre, Open Spaces Society etc
Affiliation fees	870.00	439.20	50%	500.00	
Audit	650.00	872.67	134%	650.00	Fixed for external audit if in accordance with A&A Regs £300 up to £100k, £400 £100k-£200k etc. IA 120 est. Large land or pavilion grants will increase audit costs.
Councillors' expenses (including training)	350.00		0%		New Council following elections in 2015. Councillors are encouraged to attend training in line with the Council's policy adopted May 2013. Carry forward underspend in earmarked fund. Does anything need to be precepted
Misc. (bank charges, other)					
Post, Telephone, Photocopying, Stationery, Office Fee, electronic payroll					
Clerk training & Travel	2000.00	1284.00	64%	2000.00	reduced from £2600 FY2015 nearer estimated spend
Election costs	750.00	195.00		0.00	elections due 2018
Insurance	1425.00	1270.05	89%	1425.00	y3 of 3. Does anything else need insuring? If so will need increasing based on £4.50 per £1k of cover
Admin Support	9984.00	7254.00	73%	9984.00	y3 of 3 clerk 4hpm + gardener 2hpm Litter picker 2hpm. No allowance included for overtime. [overtime needs apportioning into salaries contingency]. Recreation ground appointment to be added
Salaries & NIC	3900.00	2626.83	67%	4400.00	
Salary for recreation ground				1560.00	
Salaries/admin contingency					
Sub-total General Administration	20479.00	14029.35	69%	21069.00	
S137 Grants					Estimated limit £7.20x1809 =£13024.80 limit. No applications at time of drafting
Sub-total S.137	1250.00	750.00	60%		to be completed by FBWG
Village & assets maintenance					Anticipated to be less than £4,000 less if clubs clean themselves. Electricity - reduced quotes given to FBWG. Rates changes uncertain Rates rates re-evaluation (est.). 32% is Bowls Club buildings. 42% pavilion rest is tennis courts and garage. Bowls review o/s. PC set fees at £20 (Cricket and United) and £10 (Crusaders) inc VAT if clubs clean. £1300 Coulsons and £198 Alarm Maintenance o/s
Pavilion	7200.00	2906.04	40%	4000.00	
Land maintenance: Recreation Ground, land extension, Janes Estate, Pond,	9000.00	19054.01	212%	13254.10	FY2017 new contract with Buchans Y1 of 3.
Village & assets maintenance materials & labour	2000.00	788.48	39%	2000.00	estimated
Trees	5200.00	2814.00	54%	6800.00	General maintenance £5200 Felling and replacement of 2 cherry trees in South Street Estimated at £100 for the trees and £300 for felling. 3 year Arboriculturalist survey £1200, additional safety maintenance work. o/s at YE to be earmarked
Village Hall building		48.00			
Village & Assets Running Costs sub-total	23400.00	25610.53		26054.10	
Tennis courts resurfacing					
Village Enhancement					
Capital Schemes/Special projects					
Village Events inc Community Christmas lights events	100.00		0%	100.00	Nothing requested by Focus Group but based on past costs
Parish Plan proposals					
Recreation Ground (RWG)	0.00		#DIV/0!	0.00	maintenance included in lands maintenance. RWG's request for between £5000-£10000 to be met from S106 monies. See notes below.
TWG - interactive signs & road markings	5600.00		0%		TWG request £18,500 - permissive path and 20mph speed reduction
TWG Permissive path					Rest funded by Toft Parish Council
TWG 20mph Comberton to Toft					
Youth projects	11495.00	6700.00	58%	10352.50	Connections Bus price3 increase by 1% contract price 41 weeks supply
Footway lighting	250.00		0%	300.00	estimated

Projects assuming 50% of reserve allowance				
Sub-total Capital Schemes/Special projects	17445.00	6700.00	38%	10752.50 to be completed by FBWG
Contingency fund 5%	10500.00	8178.49	78%	to be included
Reserves increase				
BUDGETED EXPENDITURE	74290.00	56228.27	76%	59404.60
INCOME				
Precept	58370.00	58370.00	100%	baseline budget will increase when S137, working groups, youth etc are added to bud
Interest	600.00	0.00		600.00
Other Income				
Agency Services (parish paths) CCC verges		964.66		964.00 Other County Cllrs are advising htat the agency services grant might cease altogether. Nothing formal has been received
Special projects & grants				
Lands, Recreation Ground and Pavilion income	3000.00	1271.58	42%	800.00 VAT inclusive fees. Is a review required. United and Cricket at £20 VAT inclusive and Crusaders at £10 VAT inclusive.
Reserves release	11627.00		0%	
General and 2013 project reserves released			#DIV/0!	
Misc income	0.00	275.51		
BUDGETED INCOME	73597.00	60881.75	83%	2364.00 57040.60

Money in reserves (B/F from last year R&P)	balance b/f	payments	receipts	balance in fund
P3 grant	0.00			0.00
Recreation ground preparation fund	-5000.00	1975.08		-6975.08
Village Hall insurance	-916.85		916.85	0.00
Leach Homes / Thornbury (S106 funds)	41207.83	268.75		40715.33
65-67 Long Road S106 (recreation ground)	0.00			0.00
Normandy Close S106	11999.25	290.00		11709.25
3 Long Road S106 (indoor community)	712.92			712.92
Northfield Farm S106 (indoors community facilities)	703.84			703.84
25 Green End S106 (off-site provision and future maintenance)	2.64			2.64
Play Equipment Phase 2	1104.16			1104.16
Play Equipment Phase 3	9903.29	13737.16	4733.87	900.00
Comberton - Coton Cycle Path	675.00	250.00		425.00
36 West Street S106 (outdoor community facilities)	4509.42			4509.42
36 West Street S106 (indoor community facilities)	745.24			745.24
Swaynes Lane S106 (POS)	0.00		3229.55	3229.55
Swaynes Lane S106 (Community Space)	0.00		533.73	533.73
Benches	0.00	270.00		-270.00
Village Sign Refurb	1000.00	1180.00		-180.00
General fund	106893.60			123164.62
Total	173540.34	£17,970.99	£9,414.00	£177,717.34
		£74,199.26		
			£70,295.75	

C/F

Notes

Assumed that £8000 for the RWG is taken from S106 money.

TWG requested budget included. Speed limit between Comberton and Toft agreed in principle but consultation still needs to be undertaken and proved support for this.

Tree group budget included

Focus Group request included

The FBWG has not included any budget for S137 and no contingency. The Council is to decide on these two headings.

Baseline budget £59404.60 resulting in a precept of £57040.60 if no reserves are released.

the Council to consider

the TWG's request for £13750 (Permissive path already in current year's budget)

a section 137 fund

The amount of contingency (normally 5%)

Anything else

The council to consider if these are added if they should be funded by an increase in the precept or a release of general reserves or mixture of both.

If everything is added it will result in the Precept being increased by 21% or by 5% if an amount between £14000 and £20,000 is released from the reserves.