

# COMBERTON PARISH COUNCIL

I hereby give notice that, as previously arranged, the Meeting of the Parish Council will be held on  
**Wednesday 10 February 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 03/02/16

## 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 13 January 2016 and the confidential minutes of 9 December and 13 January**
- 3. Co-option to fill casual vacancy – 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 (5.2) To consider arrangements and costs of seeding the permissive path<sup>(SH)</sup>
  - 4.2 (4.5) To consider employing an officer to deal with recreation ground matters<sup>(HG)</sup>
  - 4.3 (4.5) To consider allocating a delegated budget to the Gardener/Litter Picker so he may purchase supplies he needs for his job<sup>(HG)</sup>
- 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 including to consider the if the Council or the football Club should meet the additional cost of mops
- 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 Comberton Baptist Church - Pudding in the Park request for funding and for use of Pavilion toilets
  - 7.2 Resident – request for work on tree adjacent to 11 St Thomas Close to be completed earlier
- 8. Closure of meeting**

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*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

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## Clerk report to Comberton Parish Council 10 February 2016

Comments and observations from members of the public.

As the Clerk will be on annual leave Ann Griffiths from LGS Services will attend to take the minutes.

1. Apologies – none at the time of writing.
2. To approve the minutes of the last meeting on 13 January (attached) and the confidential minutes of 9 December (already circulated) and 13<sup>th</sup> January (awaited)
3. Co-option to fill casual vacancy – to consider any applications received. One vacancy remains.
4. Matters Arising  
(6.1.1 of 9.12.15) Proposal on traffic modelling  
The following response has been received from Mayer Brown Ltd:  
Thank you for your email to our offices regarding the above and I apologise for my delay in responding.  
We have been undertaking surveys as part of our work for Countryside Properties in relation to the promotion of land at Bourn Airfield. We are in the process of checking and analysing the data and it will ultimately form an Appendix to our Transport Assessment to support a planning application when that is submitted and therefore the data will clearly be available then.  
I apologise but I wouldn't be able to release any data until we have completed and submitted our Transport Assessment. I will make a note on our file to provide a copy of the TA to you when it is submitted.  
Thank you for your Inquiry  
Ian Mitchell
- 4.1 To consider seeding of the permissive path – Cllr Higman to report.
- 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  
The Clerk used her delegated spending powers
  - to issue an order number for £25 to Comberton United so they could purchase new mops, as they did not like the ones in the Pavilion. The mops cost £37.92 (VAT can not be reclaimed) and John Folbigg has indicated he is willing to pay the additional amount.
  - To place an order with Buchans to undertake all the works identified in the assets review at a cost of £1447.00 plus VAT.
7. Correspondence
- 7.1 Comberton Baptist Church – Pudding in the Park request for funding and for use of Pavilion toilets  
Rev Keith Tarring has requested permission for the Pavilion toilets to be used for the event on 12 June, which will be a celebration of the Queen's 90<sup>th</sup> birthday.  
Assistance with funding to the extent of £545.00 has been requested – a breakdown of the costs is shown in the attached letter.
- 7.2 Resident – request for work on tree adjacent to 11 St Thomas Close to be completed earlier

The Parish Council discussed the resident's request to prune the tree at its meeting on 9 December but deferred it to 2016 when a tree survey would be conducted. The resident asked that the tree be looked at sooner saying " It has grown to be very large and I have noticed that the roots are undermining the garden wall which is causing some damage and making the wall unstable and so it does need looking at as soon as possible."

The Parish Council needs to remember to make arrangements for its tree survey.

# COMBERTON PC FINANCIAL REPORT

Feb-16

## Summary of Month

Balance brought forward

£  
**192,254.64**

**Adjusts/transfs/inc during period**

## Additional payments approved at last/previous meeting

CGM	GRAFFITI REMOVAL	-88.80
CGM	GRAFFITI REMOVAL	-177.60
C WESTGARTH	EXPENSES	-41.52

## Misc Credits

**Total Adjustments**

-307.92

**Balance revised after adjustments**

**191,946.72**

## Bank Reconciliation

Account	Funds	Statement	Outstanding
National Savings D&M Fund	83,461.99	83,461.99	
Santander	108,484.73	118,679.09	-10,194.36
<b>Total</b>	<b>191,946.72</b>	<b>202,141.08</b>	<b>-10,194.36</b>

## Expenditure for approval

£

*chq no.*

J FOLBIGG	CLEANING EXPENSES	25.00
CAMBRIDGE WATER	WATER BILL	131.92
ICO	DPA	35.00
	SALARY	436.87
	SALARY	20.00
LGS SERVICES	ADMIN SUPPORT	1486.27

**Total Expenditure**

2,135.06

**Balance C/F**

**189,811.66**

Gail Stoehr

Responsible Financial Officer

## Notes:

*Late invoices will be brought to the meeting*



## Comberton Baptist Church

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28 January 2016

### Re: Pudding in the Park - 12 June 2016 - Comberton Rec

Dear Gail,

Thank you for your letter dated 21 September 2015 in which the Parish Council granted permission for Pudding in the Park to go ahead again this year (12 June) and for this event to incorporate the community's celebration of Her Majesty the Queen's 90th birthday.

The planning committee has now met several times and we feel that our plans are coming together.

We would like to ask permission to use the **Pavilion toilets** again this year.

We are now at the point of seeking funding for this year's event, and we are wondering whether the Parish Council are in a position to be able to help. I have outlined below a rough idea of expected costs for this year.

£240	JezO to provide a generator, PA equipment, provide equipment for and run a range of children's games, to provide back ground music, to perform a magic show
£50	Eversden Brass Band
£35	Approximate cost for 1000 publicity fliers
£95	Approximate cost for tea, coffee, sugar, disposable plates etc etc A detailed breakdown can be provided.
£100	Approximate cost for purchasing craft materials for children's activities.
£25	Tug-o-war hire from Simpsters

**£545**      **Total**

The committee would really appreciate any help that the Parish Council were able to provide us with. Thank you for taking the time to consider this request.

Yours sincerely,

Keith Tarring