

COMBERTON PARISH COUNCIL
The minutes of the Parish Council meeting held on
Wednesday 11 May 2016 in the Village Hall at 7.30pm

Members present:	Miss C Westgarth (Chairman) ^(CW)	Ms L Tatnell ^(LT)
Councillors:	Mr A Hollick ^(AH)	Mr N Taylor ^(NT)
	Dr J McCabe ^(JM)	Mr M Tebbit ^(MT)
	Mr T Scott ^(TS)	Ms C Urquhart ^(CU)

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

RESOLVED in absence of the Chairman and Vice-Chairman that Cllr Westgarth should open the meeting. ^(Prop NT, 2nd AH, unanimous)

1. Election of Chairman and to receive the Chairman's declaration of acceptance of office, or if not then received, to decide when it shall be received

Cllr Taylor was nominated as Chairman ^(Prop AH, 2nd CW) but declined the nomination.

RESOLVED that Cllr Westgarth be elected Chairman and she signed the Declaration of Acceptance of Office. ^(Prop JM, 2nd LT, unanimous)

2. To elect a Vice-Chairman

RESOLVED that Cllr Griffiths be elected Vice-Chairman in his absence. ^(Prop AH, 2nd NT, unanimous)

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

Cllr Barford arrived during this item.

Planning Committee

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

Terms of Reference:

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

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

- To consider and draw up a draft village design statement and to make recommendation for its adoption to the Parish Council.
- To consider all matters relating to commercial applications and other non-residential development within the village and to make recommendation to the Parish Council.
- To consider all matters relating to development of 3 plus dwellings and to make recommendation for the approval or otherwise to the parish council and where appropriate make recommendation for the terms of any S106 agreement.
- To consider any recommendation by the Tree Group and/or Tree Warden on tree applications within the conservation area and to respond to the District Council.
- To consider all matters relating to any landscape or character assessment and to make recommendation.

The Planning Committee:

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

Focus Group

Terms of Reference:

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

The Focus Group:

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

Cllr Westgarth to organise the checking of the lights and the purchases for the event.

Tree Group

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

Terms of Reference: no change

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

The Tree Group is asked to:

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

On a proposition by the Chairman, the order of business was varied to take Item 8 here.

8. **Co-option to fill casual vacancy – to consider any applications received**

Mike Tebbit was co-opted as a member of the Parish Council. (Prop CW, 2nd TS, unanimous)
Cllr Tebbit signed the Declaration of Acceptance of Office before taking his seat.

3. **To appoint committees, working groups or any other officers which the Council deems necessary continued**

Transport Working Group (TWG)

Membership: Cllrs Barford (Convenor), Moffat, Taylor, Scott and Preston, and Mrs S.Higman (Co-opted).

Terms of reference: no change

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

The TWG Group:

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

Flooding Issues, Watercourses and Ditches Group

Membership: Cllrs Hollick (Convenor) and Taylor.

Terms of reference: no change

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

The Group:

- Must have due regard for the Parish Council's Standing Orders.
- May seek advice or information from the District or County Councils, Environment Agency, Anglian Water and/or other body to enable it to understand or carry out its duties more effectively.
- May co-opt parishioners and others to join the group.

Affordable Housing

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

Terms of Reference: no change

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

The Group:

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

Recreation Working Group (RWG)

Membership: Cllrs Griffiths (Convenor), Preston, Scott, McCabe, Urquhart and Tatnell.

Terms of Reference: No change.

The RWG is to:

- To consider all management aspects of the Recreation Ground and other recreational areas including Watts Wood
- To look at the facilities on the Recreation Ground and their use

- To make recommendations on further Terms of Reference for this working group and also its membership.
- The Working Group is to apply for grants towards a play equipment and trim trail scheme, with the Clerk to check and sign application forms. Full details of any proposed scheme are to be considered and agreed by the Parish Council before submission
- investigate whether it would be possible to put the Recreation Ground into a Trust, and consult with other users
- invite sports clubs and other users of the recreation ground to participate in a Recreation Ground Extension Steering Group (RESG)
- prepare a project plan to extend and improve the recreation ground pavilion
- Meet the football clubs and Cambridgeshire FA to agree the pitch layout
- Obtain quotes to carry out the proposed work on the recreation ground extension and extension and refurbishment of the pavilion. It would assist if Gail could identify an architect to draw up plans for the refurbishment and extension and the RWG recommended to the Parish Council that she be asked to do so.
- Submit applications for grant funding.
- Its purposes shall be to explore sources of funding to develop the recreation ground extension, to submit applications for funding which appear to it to be appropriate and any other purposes which the Parish Council shall authorise.
- Shall not accept any funding or conditions for funding without first obtaining authorisation from the Parish Council
- Administrative matters: No formal agenda, minutes or meeting room required etc as a working party not a committee

The Group:

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

Employee Review Working Group

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

The Terms of Reference were confirmed as follows:

Terms of reference

The Working Group:

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

Standards Committee

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

Terms of Reference: no change.

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

4. **To appoint representatives on any other organisation or authority, which the Council deems necessary**

Terms of Reference:

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

Village Hall representatives (2) – Cllr Hollick

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

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

Police liaison - Cllrs Scott, Taylor and Tatnell.

Terms of reference:

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

Countryside Watch – Cllrs Scott (Convenor) and Taylor

Terms of reference:

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

Comberton Playground Project (Trustee and liaison) – Cllr Moffat

Comberton Village College link – Cllr Preston (Convenor) and Taylor.

Assets review – The Vice-Chairman and any members who wish to attend.

Terms of reference:

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

Grass cutting and village maintenance monitoring – Cllr Nick Taylor

Terms of reference – to monitor the grass cutting and village maintenance undertaken by the contractor.

5. **To review any deeds and trust instruments in the custody of the Council**

Review of inventory of land and assets

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

- Allotments, Long Road
- Recreation Ground and land extension
- Path at Green End to recreation ground

- POS within the Jane's Estate
- Village Hall site
- Watts Wood
- POS at Thornbury
- Pond
- South Street notice board site
- Normandy Close Public Open Space

6. Apologies for absence and declarations of interests

6.1 To receive written apologies for absence and reasons and to note resignation

Apologies were received from Cllrs Griffiths (out of parish), Moffat (work commitments) and from Amanda Bacon and Sophie Higman, who had resigned from the Parish Council.

6.2 To receive declarations of interests from councillors on items on the agenda and details of any dispensations held

Cllr Westgarth declared a pecuniary interest in item 10.1 as Churchwarden at St Mary's Church, and a pecuniary interest in item 13.4 as Chair of Governors at Meridian Primary School.

6.3 To receive written requests for dispensations for interests and to grant any requests for dispensation as appropriate (if any)

None.

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

Two residents expressed concerns about the proposed zebra crossing and the parking of vehicles visiting the school, and asked for clarification of the road markings.

On a proposition by the Chairman, the order of business was varied to take item 9 at this point.

9. To consider resolutions from the Annual Parish Meeting, if any

RESOLVED, having considered Karen Lunn's email that Balfour Beatty is being commissioned to draw up a design, provide costings and look at lighting, that Cllr Taylor should liaise with residents in the vicinity regarding the project.

Cllr Scott, as District Councillor, reported on:

- Problems with parking on the pavements in Bush Close. An item will be placed in Comberton Contact.
- The application for Bennell Farm had been granted permission by SCDC. The developers were amenable to money for the football pitch going towards other projects in Comberton. The development will consist of 40% affordable homes. The S106 money can also pay off retrospective projects.

7. To approve the minutes of the last meeting on 13 April 2016 and the extra-ordinary meeting of 27 April 2016

RESOLVED that the minutes of the meeting on 13 April 2016 and the extra-ordinary meeting on 27 April 2016 be approved and signed by the Chairman. (Prop NT, 2nd LT, carried with 1 abstention)

8. Co-option to fill casual vacancy – to consider any applications received

Taken earlier.

9. To consider resolutions from the Annual Parish Meeting, if any

Taken earlier.

10. Matters arising or carried forward from the meeting or a previous meeting for discussion or decision and to note the Clerk's report

The Clerk's report, which included background to items on the agenda and matters arising, was noted.

10.1 (7.6) To consider any S137 requests for financial support including East Anglia's Children's Hospices (EACH), MAGPAS, Hearing Help requests for donation and St Mary's Church

Cllr Westgarth, having already declared an interest in this item, left the meeting at 8.18 pm.

RESOLVED that Cllr McCabe should chair the meeting for this item. (Prop TS, 2nd NT, unanimous)

RESOLVED having considered requests from EACH, MAGPAS, Hearing Help and St Mary's Church and potential requests from Comberton Cricket club for a fridge and the School for assistance towards the bicycle shed, in accordance with its powers under Section 137 of the Local Government Act, 1972, that the Council donate £750.00 to St Mary's Church (Prop JM, 2nd NT, carried with 1 against) and £50.00 to Hearing Help, (Prop AH, 2nd AB, unanimous) which in the opinion of the Council is in the interests of the area and its inhabitants.

11. Finance, procedure & risk assessment

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

RESOLVED to receive the financial report and that this be checked against the invoices and statements before the cheques are signed at the end of the meeting.

RESOLVED (Prop JM, 2nd NT, unanimous) that the payments as listed in the financial report should be paid, plus CAPALC (Affiliation fee) £437.88.

Playsafety Ltd (Rospa inspection)	£176.40
Canalbs (Internal audit)	£198.90
Buchans (Ditch)	£652.20
P Rooke (Permissive Path)	£1100.00
LGS Services (Payroll)	£144.00
LGS Services (Admin support)	£1471.39
Salary	£292.16
Salary	£36.20
LGS Services (Admin support)	£1550.99

Receipt of the precept on 11 April 2016 was noted.

11.2 Clerk's report on any use of delegated powers

None.

RESOLVED as EON are to change the electricity meter at the Pavilion that cllr Taylor should meet with them on site.

11.3 Annual Reviews

11.3.1 Standing Orders, Financial Regulations, Risk Assessment and other policies review

A proposal that there should be no change to the current policies was withdrawn. (JM)

RESOLVED to adopt the new financial regulations. The spending limits and other provisions to remain the same as currently shown. (Prop CW, 2nd CU, unanimous)

RESOLVED to adopt the form for how residents can complain to the Parish Council. (Prop CW, 2nd CU, unanimous)

11.3.2 Assets, Insurance policy and fidelity guarantee review

RESOLVED that the assets and insurance cover be considered by the RWG who will report back to the Parish Council at a future meeting.

11.4 To consider the Internal Auditor's report and to appoint an internal auditor for FY2017

The comments in the Internal Auditor's report were considered.

RESOLVED to refer the employment comments to the Employee working group.

RESOLVED, having accepted the comments regarding the permissive path, to in future consider a standard project form identifying the cost, funds and risks involved.

RESOLVED to accept the other comments and to strive to do better in future.

RESOLVED that the Parish Council will undertake a training needs analysis and include a recognition of members' own training from an external source. (Prop AH, 2nd CU, unanimous)

RESOLVED to appoint Jacquie Wilson of CANALBS as Internal Auditor for FY2016. (Prop CW, 2nd CU, unanimous)

11.5 To review the effectiveness of the system of internal control

RESOLVED that all members should read the policies.

11.6 To prepare and approve the annual governance statement FY2016

RESOLVED that the statements in Section 2 of the annual return be all answered "Yes" apart from Question 7 and Question 9 on Trust Funds which is "Not applicable and signed by the Chairman and Clerk." (Prop AH, 2nd CU, unanimous)

11.7 To approve the statement of accounts FY2016

RESOLVED that the accounts for FY ending 31 March 2016 be approved and signed by the Chairman. (Prop AH, 2nd CU, unanimous)

12. To receive reports and recommendations from committees, working groups and members

12.1 Tree Group including removal and replacement tree at The Valley and comments on Normandy Close landscaping

RESOLVED to make a complaint to CGM regarding the poor service and damage to two trees in The Valley, and the non-cutting of the hedge.

RESOLVED to replace these and ask the resident if they will water and nurture the trees. The Tree Group is to make a recommendation to a future meeting on the species, cost, height and risk assessment on the trees.

13. To consider matters arising out of correspondence/communications received

13.1 Resident – request for rubbish bin on Branch Road

RESOLVED, given that the rural nature of the lane did not lend itself to the siting of a litter bin in that location, that Cllr Barford should thank the resident for picking up litter and congratulate her on her public-spiritedness.

13.2 Resident – tree overhanging property in Hillfield Road and complaint about dog bin

RESOLVED, to respond that the trees on the west side of the ditch are the County Council's, to refer the resident to Cllr Frost and suggest that it be reported on the web. The Parish Council is reviewing the provision of dog bins and will return to this matter at a future meeting.

13.3 Bowls Club – disabled access

RESOLVED to find out the times and days of the week involved and ask the insurance company if the Council is obligated to allow vehicles through a children's play area.

13.4 Meridian School – bonfires and the bowling green

RESOLVED to write to the Bowls Club to request that they do not light bonfires on the Recreation Ground

8. Closure of meeting

There was no further business and the meeting was declared closed at 9.55 pm.

Signed Chairman date