

**COMBERTON PARISH COUNCIL**  
**The minutes of the Parish Council meeting held on**  
**Wednesday 8 June 2016 in the Village Hall at 7.30pm**

Members present:	Miss C Westgarth (Chairman) <sup>(CW)</sup>	Mrs J Preston <sup>(JP)</sup>
Councillors:	Mrs A Barford <sup>(AB)</sup>	Mr T Scott <sup>(TS)</sup>
	Mr H Griffiths <sup>(HG)</sup>	Ms L Tatnell <sup>(LT)</sup>
	Mr A Hollick <sup>(AH)</sup>	Mr N Taylor <sup>(NT)</sup>
	Dr J McCabe <sup>(JM)</sup>	Ms C Urquhart <sup>(CU)</sup>
	Mr S Moffat <sup>(SM)</sup>	

In attendance: 4 members of the public, including Mr Sean Sycamore (Deputy Head of School, Comberton Village College) and Mrs Gail Stoehr (Clerk).

**1. Apologies for absence and declarations of interest**

**1.1 To receive written apologies for absence and reasons**

Apologies were received from Cllrs Moffat (lateness due to work commitments) and County Cllr S Frost.

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

None.

**1.3 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**

Mr John Howes of Comberton Bowls Club gave apologies for the bonfire and the upset caused. He clarified that it had resulted from a need to cut the hedge after this had not been done and the fire was not a bonfire but was in an incinerator. The Parish Council's contractor when working on the ditch had had a bonfire and the Bowls Club had thought because of this that they could too.

Cllrs McCabe, Taylor, Hollick and Scott arrived at 7.34 pm.

Mr Howells continued that the Parish Council had done nothing about the zip wire accident, or cutting back the oak tree, and had not put in the picket fence as requested. He also raised that the recreation ground was not monitored for motorcycles or damage to the Bowls Club toilets. A picnic had been held on the recreation ground with a car present, as the barrier had been removed by the Parish Council, and he expressed concerns about a potential accident.

Cllr Scott, as District Councillor, reported on the Bennell Farm development and the City Deal. County Cllr Frost's written report had been previously circulated.

**2. To approve the minutes of the last meeting on 11 May 2016**

RESOLVED that the minutes of the meeting on 11 May be approved and signed by the Chairman. <sup>(Prop CW, 2nd JM.)</sup>

**3. 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.

**3.1 Liaison with Comberton Village College**

Mr Sean Sycamore was welcomed to the meeting. He wished to explore the possibility of partnership opportunities with the Parish Council and was keen to see how these

might be progressed. Discussions at a meeting some time ago had considered students' involvement with the recreation ground, and other opportunities explored were community litter picking, or youth representation on the Parish Council or with working groups. Past involvement had included students helping with spreading chippings. Mr Sycamore explained the College's Community Volunteering Scheme and how the Parish Council could communicate opportunities to CVC and its students. The procedure for DBS checks if students were on working groups was outlined.

3.2 (13.3) Disabled access to the Bowls Club across the recreation ground

RESOLVED to note that the insurers require the Council to conduct a risk assessment for cover to be in place however they had suggested RoSPA be contacted for advice, which the Clerk had done and a response was awaited. Mr Howes suggested the route via the northern boundary rather than through the play area, and indicated that the Bowls Club would be willing to arrange a marshal to walk in front of the vehicle once the emergency barrier had been replaced.

RESOLVED that access be granted to the Bowls Club for disabled vehicle users to drive parallel to the Safer Routes to School path and subject to vehicles being accompanied by a person from the Bowls Club walking in front of the vehicle. This is also subject to the Bowls Club agreeing in writing to do this and manage and supervise the situation at all times and to take full responsibility.

(Prop CW, 2nd LT, carried with 1 abstention)

RESOLVED that Cllr Taylor be appointed to contact Buchans regarding the outstanding emergency barrier replacement.

3.3 (10.1) Comberton Cricket Club request for a fridge in the pavilion

RESOLVED to thank Cllr Taylor who had kindly loaned a fridge for the ECB open day.

RESOLVED as the Cricket Club had received a donation of a fridge and it would be used by all the sports clubs that the Parish Council should arrange to have it PAT tested.

3.4 CCC response - verges and potholes in Swaynes Lane

An email had been received from CCC regarding the verges and the planned asphalt work in Swaynes Lane. Patching works are to be carried out. RESOLVED to respond that the Parish Council would like the reinstatement of the verges to take place at the same time as the patching.

The Transport Working Group provided an update on their proposed consultation meeting.

**4. Finance, procedure & risk assessment**

4.1 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 AB, 2nd HG unanimous) that the payments as listed in the financial report should be paid, plus Southern Monitoring Services (Redcare) £388.68 and MCL Composites Ltd (Pavilion meterbox) £150.00.

Salary	£292.16
Salary	£36.20
HMRC (PAYE/NIC)	£60.20
LGS Services (Admin support)	£1499.47
Cambridgeshire Countryside Watch (Affiliation fee)	£40.00
Buchans (Grass cutting)	£911.28

Cllr Moffat arrived at 8.32 pm.

4.2 Clerk's report on any use of delegated powers

None.

4.3 Rats at the pond

RESOLVED having considered two quotations to accept the quotation from Millennium Pest Control for £190.00.

RESOLVED that in principle the Parish Council would like a sign regarding feeding the ducks and will consider this again following clearance of the rats.

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

5.1 Proposal for bollards at the Causeway

RESOLVED to ask the County Council to provide and install a maximum of two lockable bollards at the end of the Causeway or if the County Council won't do this the to Parish Council will purchase and install the bollards itself on the highway verge subject to receipt of permission from CCC.

RESOLVED to inform Mr and Mrs Dickenson and the vicar and provide keys to both.

RESOLVED that Cllrs Taylor and McCabe should be appointed to inform the Clerk of the location of the bollards. (Prop NT, 2nd HG, unanimous)

5.2 Recommendation on bin by bus shelter in West Street

Cllr McCabe reported that during monitoring before the emptying day the bins had never been more than half full but the litter around the bins and in the ditch did not appear to be from the bin RESOLVED to write to Toft Parish Council and ask them to suggest to SCDC or install a litter bin in the lay-by to deal with the kebab van and other litter problems, given that there is an issue with rats elsewhere in the village.

5.3 Proposal that the Council instruct Enrol My Staff to carry out an assessment of our workforce and advise on our workplace pensions auto-enrolment obligations

RESOLVED after considering Cllr Griffiths's written report on the issues raised at CAPALC training, as circulated at the meeting, to instruct Enrol My Staff to carry out an assessment of our workforce and advise on our workplace pensions auto-enrolment obligations. Cllr Griffiths will provide the Clerk with details of the information Enrol My Staff requires. (Prop HG, 2nd CW, unanimous)

5.4 Tree Group willow management at the pond and resident's request for a willow to be planted at the pond

RESOLVED to ask Peter Oakes to provide a quotation for treating the willows, and that the Parish Council should not plant any further at the pond.

RESOLVED to ask Peter Oakes to take a look at the tree adjacent to 2 Harbour Avenue and decide whether one or two branches should be removed from the tree, and to remove the ivy.

6. **To consider matters arising out of correspondence/communications received**

6.1 Electoral review of South Cambridgeshire – draft recommendations

RESOLVED to defer this item to the next meeting.

6.2 Resident – tree adjacent to 2 Harbour Avenue

Taken earlier.

6.3 Coton Parish Council – question about permissive path

RESOLVED to respond that there is an outstanding issue with the Ministry of Defence and ask Coton Parish Council to settle its outstanding account.

7. **Closure of meeting**

There was no further business and the meeting was declared closed at 9.20 pm.

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