

**COMBERTON PARISH COUNCIL**  
**The minutes of the Parish Council meeting held on**  
**Wednesday 14 September 2016 in the Village Hall at 7.30pm**

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

In attendance: 6 members of the public including R and M Cassey (Nascenta), Andy Marsh and John Folbigg (Comberton United FC) and Mrs Gail Stoehr (Clerk).

**1. Election of Chairman**

Cllr Griffiths was elected Chairman, following the resignation of Cllr Westgarth as Chairman. <sup>(Prop CW, 2nd JP, unanimous)</sup>

Cllr Taylor was elected Vice-Chairman. <sup>(Prop HG, 2nd CW, unanimous)</sup>

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

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

Apologies for absence were received from Cllrs Urquhart and McCabe (unwell).

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

Cllr Barford declared an interest in item 6.1 in respect of reimbursement of expenses.

Cllr Preston declared an interest in item 7.1.1 as a resident of Long Road.

Cllrs Tebbit and Scott declared an interest in item 7.1.1 as they were involved with moving machinery through the village.

**2.3 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**

Andy Marsh and John Folbigg of Comberton United Football Club expressed concerns at the delays in cutting the hedge and the loss of balls, and asked what purpose the hedge served. They suggested that it would be useful if the recreation ground extension could be used as a second pitch as the Club now had two teams and requested a section of hedge be removed to facilitate access by their new goals and for better visibility.

Cllr Scott, RWG Convenor explained that at present the sward was not good enough for grown men to play on.

Martin and Robert Cassey from Nascenta spoke to their proposal for a village website.

Cllr Scott, as District Councillor, reported verbally that nothing major had happened since his last report.

**3. Co-option to fill casual vacancy**

There was still one vacancy remaining but no applications had been received. Members are to seek interest from residents and encourage them to attend meetings.

**4. To approve the minutes of the last meeting on 13 July 2016**

RESOLVED that the minutes of the meeting on 13 July be approved and signed by the Chairman <sup>(Prop NT, 2nd CW)</sup>

On a proposition by the Chairman, it was agreed to vary the order of business to take item 7.5 next.

7.5 Proposal that the Council appoints a contractor to cut the hedge on the recreation ground ASAP

RESOLVED to delegate to the Chairman, as the Clerk was about to go on annual leave, the power to enter into a contract with Tim Austin to cut the hedge to a maximum height of 8 feet or the height of the recreation ground bunker, which ever is the lower, and to the same width as before, at a cost of £35.00 per hour to a maximum of £300.  
(Prop NT, 2nd SM, unanimous)

Cllr Scott briefly left the meeting at 7.50 pm.

The Football Club's request to remove a 10 yard section of hedge to allow goals through to the recreation ground extension was deferred to the next meeting to enable a quotation to be obtained by Cllr Taylor. The meeting was briefly adjourned to enable the Football Club to seek clarification on the specification.

5. **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.

5.1 (Open) Nascenta website proposal

RESOLVED to forward the information from Nascenta to Richard Elleray and to seek his views.

5.2 (4.1) The Causeway – to consider responses from Revd Booker and from residents, and the residents' request that the matter be deferred to the October meeting

RESOLVED to defer this item to the next meeting.

5.3 (5.4) RoSPA report – to consider quotation for repairs

RESOLVED to accept the quotation for £1158.00 from RPM. (Prop NT, 2nd SM, unanimous)

On a proposition by the Chairman, it was agreed to vary the order of business.

6. Finance Procedure and Risk Assessment

RESOLVED to seek a quotation from RPM to carry out repairs to the rail on the slide, safety surfacing under the monkey bars and the wooden edging to the dome.

7.6 Proposal that the Council attends to further safety surfacing damage

RESOLVED given the further vandalism and damage to the safety surfacing at the play area to ask the PCSOs to patrol the area due to the vandalism that has occurred at play area.

RESOLVED that Cllr Tatnell should raise the issue with the primary and secondary schools, and that Cllr Barford should discuss the matter with Comberton Village College.

Consideration of how to fund ongoing maintenance will be an agenda item for a future meeting.

7.3.2 Proposal that Comberton Parish Council rescinds its decision, made at the July 2016 meeting, to ask Peter Oakes to cut the branches back leaving just one main trunk on the tree adjacent to 2 Harbour Avenue. The reason being, having looked at the tree and spoken to Peter, this would be difficult as there are several equal sized trunks all going up to the crown. The Council is asked to reconsider the two options that Peter Oakes put forward to the July 2016 meeting. (JM, NT, LT)

RESOLVED to revisit and rescind the previous decision.

RESOLVED to accept the quotation of £420 plus VAT from Peter Oakes for option 2, remove the ivy covered stem over the garden and the lower branch over the path, also

remove the larger pieces of dead wood and install a non-invasive cable in the remaining weak stem to the central stem. (Prop CW, 2nd SM, carried with 3 abstentions)

- 5.4 (6.9) Tree Group Report – to consider quotation for Hillfield Road cherry tree (277), sycamore tree (225), field maple and multi-stemmed ash (next to school)  
RESOLVED to accept the quotation of £350.00 from Peter Oakes to lift the crown on the field maple  
RESOLVED and to seek additional quotes to remove the Hillfield Road cherry tree.  
RESOLVED to appoint Cllr Tatnell as the new Convenor of the Tree Group. (Prop HG, 2nd CW, unanimous)
- 5.5 (7.3) Village Hall Committee request for a village defibrillator  
RESOLVED that Cllr Hollick should ask Malcolm Wright to provide more information including the proposed location, initial cost and ongoing costs.
- 5.6 (8) Grass cutting and village maintenance contract – Normandy Close grass  
RESOLVED that Cllr Taylor seek quotes on dealing with the weeds and attending to the landscaping, and to defer this item to the next meeting. (Prop HG, 2nd CW, unanimous)

## **6. Finance, procedure & risk assessment**

### **6.1 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 NT, 2nd CW, unanimous) that the payments as listed in the financial report should be paid, plus Connections Bus (youth bus) £505.00 and A Barford £317.11 (reimbursement of expenses).

Alarm Maintenance (Fire alarm service)	£199.20
Buchans (Grass cutting)	£847.56
Buchans (Village maintenance)	£1736.40
Buchans (Grass cutting)	£1464.36
EON (Pavilion electricity)	£89.20
Millennium Pest Control (Pond rats)	£228.00
Connections Bus (Youth bus)	£3282.00
Guilden Morden Parish Council (Training)	£25.00
Cambridge Water (Pavilion water)	£133.43
RPM (Play equipment repair)	£378.00
Came & Co (Insurance)	£1331.16
Salary	£36.20
Salary	£294.31
Salary	£294.51
HMRC (PAYE/NIC)	£21.20
LGS Services (Admin support)	£1541.30
LGS Services (Admin support)	£1474.48

RESOLVED to note that it was not possible to reclaim the VAT on the J Folbigg reimbursement of £365.25 which had been paid between meetings as the invoice was not in the Parish Council's name.

RESOLVED to appoint Cllr Griffiths to return the mandate with the requested information to Santander Bank.

Ridgeons had closed the Parish Council's account due to inactivity.

RESOLVED to seek three quotes for next year's insurance policy.

### **6.2 Clerk's report on any use of delegated powers**

RESOLVED to note that the Clerk had used her delegated powers to contract RPM to repair the enlarged safety surfacing hole at an additional cost of £100, which the Parish Council was aware of at the last meeting and in conjunction with Cllr Barford not to order the speed monitoring equipment Cllr Barford was able to do the monitoring at no cost to the Parish Council.

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

**7.1 Transport Working Group (TWG)**

RESOLVED to receive the TWG's report as circulated. An information day is to be held on 24 September at the Village Hall.

**7.1.1 Progress report and proposal that the Council supports the speed reduction in the various village-wide locations and considers how this should be funded and the next steps**

RESOLVED that the TWG should consult on Option 3 (excluding Long Road). (Prop AB, 2nd NT)

RESOLVED that Cllr Taylor should speak to Derek Crosby of the Police to seek his support for the project.

RESOLVED that Cllrs Barford and Griffiths should meet with the Clerk at the end of September to go through the budget to see how this might be funded.

**7.1.2 Proposed zebra crossing on Barton Road – to consider plan and consultation with residents**

RESOLVED to note the progress to date and that the outcome of the consultation is awaited.

**7.2 Village notice boards – complaint from Village Hall Committee about the hardness of the wood**

Noted.

**7.3 Tree Group report**

**7.3.1 Suggestions for the management of Watts Wood 2016-2017**

RESOLVED, having considered the updated Watts Wood Management Plan, to adopt this. (Prop LT, 2nd NT, unanimous)

RESOLVED to accept, when received, an anticipated donation from the Herringland Charity for the sleeper benches which will have a minimal ongoing maintenance cost. (Prop LT, 2nd NT, unanimous)

**7.3.2 Proposal that Comberton parish Council rescinds its decision, made at the July 2016 meeting, to ask Peter Oakes to cut the branches back leaving just one main trunk on the tree adjacent to 2 Harbour Avenue. The reason being, having looked at the tree and spoken to Peter, this would be difficult as there are several equal sized trunks all going up to the crown. The Council is asked to reconsider the two options that Peter Oakes put forward to the July 2016 meeting.** (JM, NT, LT)

Taken earlier.

**7.4 Proposal that the Council instruct Enrol My Staff to proceed with Option 1 identified in Liam McCann's email**

On a proposition by the Chairman, it was agreed to vary the order of business to take this item at the end of the meeting.

**7.5 Proposal that the Council appoints a contractor to cut the hedge on the recreation ground ASAP**

Taken earlier.

**7.6 Proposal that the Council attends to further safety surfacing damage**

Taken earlier.

- 7.7 Member's question – request for an update on the permissive path and who is cutting the path <sup>(AB)</sup>  
RESOLVED to thank farmer Ed Banks for cutting the grass and the hedge, and to ask if he is willing to continue next year as a service to the community.
- 8. To consider matters arising out of correspondence/communications received**
- 8.1 Comberton Playgroup – parking at the Village Hall  
RESOLVED to remind the Village Hall of the clause regarding parking spaces in the lease, the path access to the Playgroup should be reinstated and to respectfully encourage them to be more courteous with none village hall users of the car park given the complaints received.
- 8.2 Resident complaint about pavement damage  
Noted.
- 8.3 Comberton Crusaders request to pay for fixtures via a payment plan  
RESOLVED to agree to the Crusaders request that they pay for their fixtures via a payment plan.  
RESOLVED that the RWG should speak to the Clubs and encourage compliance with the Parish Council's policy for bookings and cancellations and agree a payment plan as a preferred payment method for all the clubs.
- 8.4 CCC City Deal – tackling congestion in Cambridge  
RESOLVED that the Parish Council should respond that there should be no expansion of Park and Ride, but that there should be more emphasis on improving local bus services rather than Park and Ride, which is expensive and does not address the issue of traffic through the village.
- 8.5 District Cllr F Burkitt – City Deal request that parish councils identify bus hubs  
RESOLVED that the Parish Council would prefer a decent local bus service.
- 8.6 Oakington and Westwick – Youth provision sharing services  
RESOLVED to ask for the outcome of the meeting. The Parish Council is keen on exploring joint options.
- 8.7 Highway Improvement Scheme invitation to bid  
Deferred to the next meeting.
- 8.8 CCC Community Volunteering Scheme  
Noted.
- 8.9 Cambridgeshire Network Rail level crossing 2<sup>nd</sup> round consultation  
Noted.
- 8.10 Resignation of employee and offer to undertake a voluntary litter pick and gardening at the crossroads  
At 10pm on a proposition by the Chairman, carried unopposed, in accordance with S1 (2) of the Public Bodies (Admissions to Meetings) Act 1960, in view of the confidential nature of the business to be transacted, that is, employment matters, the public were temporarily excluded from the meeting and were instructed to withdraw. The members of the public left the meeting and did not return. The Clerk was invited to remain. The Council was informed of the reasons given by the employee for his resignation.  
  
At 10.03 pm the meeting was re-opened to the public. No members of the public returned.  
RESOLVED to gratefully accept Mr Sewell's kind offer to volunteer free of charge to litter pick and attend to the flower beds at the cross roads. <sup>(Prop HG, 2nd CW unanimous)</sup>

7.4 Proposal that the Council instruct Enrol My Staff to proceed with Option 1 identified in Liam McCann’s email

RESOLVED as Enrol My Staff had only provided information on one pensions provider that Cllr Taylor should provide information on the Government’s NEST scheme and to consider this further at the next meeting.

RESOLVED to seek a quote from LGS Services before considering the costs further at the next meeting.

9. Closure of meeting

There was no further business and the meeting was declared closed at 10.10 pm.

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

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APPROVED