

COMBERTON PARISH COUNCIL

I hereby give notice that, as previously arranged, the Meeting of the Parish Council will be held on
Wednesday 12 October 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.



Mrs Gail Stoehr, Clerk

04/10/16

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. Cooption to fill casual vacancy (1) – consider any applications or consider how the vacancy will be filled
3. To approve the minutes of the meeting on 14 September 2016
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 (5.1) Nascentra Website proposal – to consider the Webmaster's response
 - 4.2 (5.2) The Causeway – to consider the proposal for the installation of bollards
 - 4.3 (5.4) To consider quotations to remove Hillfield Road cherry tree
 - 4.4 (5.6) Normandy Close weeds and landscaping – to consider quotes if received ^(NT)
 - 4.5 (6.0) To consider quotation for slide rail, safety surfacing and dome edging
 - 4.6 (7.4) Pension provision – to consider alternative quotation if received and information on NEST scheme ^(NT) (confidential)
 - 4.7 (7.5) Football Club request for a net to prevent the loss of balls and request to remove a section of the hedge to let goals through
 - 4.8 (7.6) Funding of ongoing maintenance for play equipment
 - 4.9 (7.11) Transport Working Group (TWG) progress report on the proposed speed reduction in the various village-wide locations and considers how this should be funded and the next steps
 - 4.10 (8.7) Highway Improvement Scheme invitation to bid
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
6. To receive reports and items from committees, working groups and members for information only unless specified
 - 6.1 To consider the request for a storage container for the recreation ground and associate planning permission ^(TS)
7. To consider matters arising out of correspondence/communications received
 - 7.1 Resident – complaints about nuisance dogs
 - 7.2 CCC Flood questionnaire
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 12 October 2016

Comments and observations from members of the public.

1. Apologies – None at the time of writing
2. Co-option to fill casual vacancy – No applications received. The Council needs to consider how the remaining seat will be filled.

Sean Sycamore of Comberton Village College has written:

“Following your recent correspondent regarding the casual vacancy, I wanted to share the school’s communication which was circulated on the 12th September. In addition, this was shared to parents and families of the school to consider as requested.

I hope this proves helpful in recruiting appropriate members to the Parish Council group.”

The School’s communication:

“Dear staff member

There is at present a vacancy on the above Parish Council. The Council would like to invite anyone who is connected to the college and who meets the criteria (teacher, staff member, governor, parent or student, aged 18 or over) to consider applying for the vacancy.

If you are interested, further information is attached. Further details/forms may be found on the Council’s website www.comberton.org.uk”.

3. To approve the minutes of the last meeting on 14 September 2016- attached
4. Matters Arising
 - 4.1 (Open) Nascentra Website proposal
Richard Elleray has been asked for his comments, which will be brought to the meeting if received.
 - 4.2 (5.2) The Causeway – to consider responses from Revd Booker and from residents
Deferred at the last meeting.
 - 4.3 (5.4) To consider quotations to remove Hillfield Road cherry tree if received
Quotations will be brought to the meeting if received.
 - 4.4 (5.6) Normandy Close weeds and landscaping – to consider quotes if received
Cllr Taylor to report.
 - 4.5 (6.0) To consider quotation for slide rail, safety surfacing and dome edging if received
A quotation will be brought to the meeting if received.
 - 4.6 (7.4) Pension provision (confidential) – to consider alternative quotation if received and information on NEST scheme
Cllr Taylor to report.
 - 4.7 (7.5) Football Club request for a net to prevent the loss of balls and request to remove a section of the hedge to let goals through
Deferred at the last meeting. Cllr Taylor to report.
 - 4.8 (7.6) Funding of ongoing maintenance for play equipment
 - 4.9 (7.11) Transport Working Group (TWG) progress report on the proposed speed reduction in the various village-wide locations and considers how this should be funded and the next steps

- 4.10 (8.7) Highway Improvement Scheme invitation to bid
Deferred at the last meeting.
- 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
None at the time of writing.
- 7. Correspondence
 - 7.1 Resident – complaint about nuisance dogs
Cllr Westgarth has written:
“I have just received a phone call from a resident from Hines Lane, she was complaining about the howling dogs opposite the post office (think on the corner of Hines Lane...
What can be done?
Also received complaints about the dog at the post office... Think they might be setting each off...”
 - 7.2 CCC Flood questionnaire
“The Cambridgeshire County Council Flood and Water Team are working with the Environment Agency to develop an understanding of the flood risk awareness in communities across Cambridgeshire.

As the Parish Council are representatives of the community, we thought it best to contact you in order to scope these details. We are interested in this information in order to help us implement a scheme to develop community resilience. This could include, creating Community Flood Action Groups and delivering other such measures with interested parishes. The involvement of the Parish Council is very important to us and your localised knowledge is vital in the development of community resilience to flood risk. With this in mind, it would be very much appreciated if you would take the time to complete the attached questionnaire, perhaps it could be an item for discussion at an upcoming Parish meeting.

There are many parishes within Cambridgeshire that have experienced flooding in the recent past and many of you will recognise the importance of being aware of flood risk within the community. Flood risk awareness is the first step to being prepared for a flooding event, however there are other precautions that can be put in place to increase the preparedness and resilience of the community; Community Flood Action Groups are one such way.

A Community Flood Action Group is a group of local volunteers who focus on improving flood resilience and minimising the effects of flooding within their communities by implementing preparedness measures and sharing information. They represent the community and work in partnership with other authorities (e.g. Councils, Environment Agency, water companies) to highlight issues and work together to resolve them. There are many examples of these groups across the country, and you may already have a group in your community (please share your experiences if so). The National Flood Forum website (nationalfloodforum.org.uk) has many examples of these groups and offers advice on how to develop one. Our aim is to support you in the creation of these groups and working together in the future.

It is important to highlight that this is currently an interest scoping exercise and following submission of questionnaires from Parish Councils, we will be in contact

with further details based on your responses. We look forward to hearing your thoughts and are happy to answer any questions that you have.

Once you have completed the questionnaire please kindly send it to back to this email address by the 10th October 2016. If you require a questionnaire in a different format (e.g. paper copy) please don't hesitate to ask.

Kind regards,

Rebecca Roberts

Flood and Water Team

A time extension has been sought.

Questionnaire attached. A time extension has been requested.

COMBERTON PC FINANCIAL REPORT

Oct-16

Summary of Month

Balance brought forward

£
181,663.38**Adjusts/transfs/inc during period****Additional payments approved at last/previous meeting**

CONNECTIONS BUS	YOUTH BUS	-505.00
A BARFORD	REIMBURSEMENT - TWG	-317.11
SCDC	TRADE WASTE	-15.20 DD
SCDC	RECYCLING COLLECTION	-5.00 DD
SCDC	PAVILION RATES	-53.00 DD
BT	PAVILION TELEPHONE	-30.72 DD
SCDC	TRADE WASTE	-15.20 DD
SCDC	RECYCLING COLLECTION	-5.00 DD
SCDC	PAVILION RATES	-53.00 DD
BT	PAVILION TELEPHONE	-30.72 DD
SCDC	TRADE WASTE	-15.20 DD
SCDC	RECYCLING COLLECTION	-5.00 DD
SCDC	PAVILION RATES	-53.00 DD
BT	PAVILION TELEPHONE	-30.72 DD
SCDC	TRADE WASTE	-15.20 DD
SCDC	RECYCLING COLLECTION	-5.00 DD
BT	PAVILION TELEPHONE	-30.72 DD

Misc Credits

SCDC	PRECEPT	29700.00
HMRC	VAT	12845.42
HMRC	VAT	329.28
COMBERTON UTD	PITCH HIRE	360.00
CRUSADERS	PITCH HIRE	290.00
CRUSADERS	KEY DEPOSIT	150.00

Total Adjustments

42,489.91

Balance revised after adjustments**224,153.29****Bank Reconciliation**

Account	Funds	Statement	Outstanding
National Savings D&M Fund	84,087.96	84,087.96	
Santander	140,065.33	124,557.47	15,507.86
Total	224,153.29	208,645.43	15,507.86

Expenditure for approval

	£	chq no.
LG STOEHR	SALARY	294.51 743
LGS SERVICES	ADMIN SUPPORT	1529.02 744
BUCHANS	GRASSCUTTING	965.76 745
PAUL HARDY	TWG MAPPING	200.00 746
WESTCOTEC	SPEED CAMERA SPEED INDICATC	2880.00 747
CAPALC	TRAINING	10.00 748
PKF LITTLEJOHN	AUDIT	360.00 749

Total Expenditure

6,239.29

Balance C/F**217,914.00**Gail Stoehr
Responsible Financial Officer**Notes:***Late invoices will be brought to the meeting*

Flood Awareness Scoping

The following questions have been assembled to scope the Parish Council's awareness of flood risk within the community. We would be extremely grateful if you could please answer the questions below as fully as possible. This data will be used solely for Cambridgeshire County Council, your relevant District Council and the Environment Agency to understand the requirements of each Parish Council.

Once completed please submit the questionnaire back to the Cambridgeshire County Council Flood and Water Team via FloodandWater@cambridgeshire.gov.uk by the 10th October 2016.

Parish Council name:

1. Does your Parish have any flood risk that you are aware of?

- Yes – please specify:
- No
- Don't know

2. Have there been any incidents of flooding in the Parish within the last 20 years? (This can be from any source).

- Yes – please specify:
- No
- Don't know

3. Would your Parish Council be interested in setting up a Community Flood Action Group? (Please see the covering email or visit the nationalfloodforum.org.uk website for details)

- Yes
- No
- Already have one
- Don't know

4. Would you be interested in organising a meeting to discuss the potential of Community Flood Action Groups?

- Yes
- No

5. What support would help you to increase your flood awareness and preparedness? (Examples include: providing flood kits, sharing data and relevant contacts, information on flood plans, flood warning training, and general flood related updates).

6. Does the Parish have an Emergency Plan?

- Yes – Please go to question 7
- No – Please go to question 8
- Don't know

7. Does the Parish Emergency Plan include details of what to do in the event of a flood?

- Yes
- No
- Don't know

8. Do you find it useful to receive annual updates from the Cambridgeshire County Council Flood and Water Team (for example including riparian owner information)?

- Yes
- No

9. Who is the best person to contact regarding matters within this questionnaire?

Name:

Position:

Email Address:

Telephone number:

10. Please provide any additional comments you wish to add in the box below:

Many thanks for completing this questionnaire; your comments are highly valued.