

COMBERTON PARISH COUNCIL

I hereby give notice that, as previously arranged, the Meeting of the Parish Council will be held on
Wednesday 8 March 2017 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
28/02/17

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 8 February 2017**
- 3. Matters arising or carried forward from the last meeting or a previous meeting for discussion or decision and to note the Clerk's report**
 - 3.1 (3.4) Bennell Farm S106 requirements
 - 3.2 (5.1) Possible unlawful development on PC land (Public Open Space) in Harbour Avenue
 - 3.3 To consider quotations for a tree survey
 - 3.4 (6.1) Comberton United request for grant towards boot scraper
 - 3.5 (6.3) Buchans – issues raised by them – dens in Thornbury
- 4. Finance, procedure & risk assessment**
 - 4.1 To receive the finance report and to approve the payment of bills
 - 4.2 Clerk's report on any use of delegated powers
- 5. To receive reports and items from committees, working groups and members for information only unless specified**
 - 5.1 Proposal that the Parish Council employs a part-time employee for the Recreation Ground management ^(HG)
 - 5.2 Proposal that the sports teams which wish to use the Recreation Ground for fixtures and/or training be required to pay a deposit of one half of the anticipated booking fees in advance at the beginning of each season and the balance upon demand ^(HG)
 - 5.3 Recreation Ground signage – to consider wording for the sign and quotation if received ^(NT)
 - 5.4 Comberton Annual Parish Meeting arrangements and offer from Friends of St Mary's Church ^(CW)
 - 5.5 Christmas Tree Lights and event ^(CW)
 - 5.6 Proposal that the Parish Council writes again to Anglian Water following half day of rain on 27 February ^(SM)
 - 5.7 Wooden posts on Hillfield being pulled out of the ground and car parking on the verge as a result ^(SM)
 - 5.8 Proposal that the graffiti on the Skate park is removed ^(SM)
 - 5.9 Proposal for up to two rubbish bins in Hines Lane ^(NT)
- 6. To consider matters arising out of correspondence/communications received**
 - 6.1 Comberton Baptist Church – Provision of youth services
 - 6.2 Comberton Baptist Church – Pudding in the Park event and request for financial support
 - 6.3 CCC - consultation on proposed 50 mph speed limit between Toft and Comberton
 - 6.4 Comberton Playground Project – installation of plaque and request for permission for picnic bench
 - 6.5 CAPALC – Consultation on a new draft CAPALC Membership Agreement
- 7. 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 meeting on 8 March 2017

Where I have information to support the agenda this is below.

2. To approve the minutes of the meeting on 8 February 2017 - attached
- 3.1 (3.4) Report on Bennell Farm S106 meeting – to consider if the Parish Council’s position should be changed
Deferred at the last meeting.
Following the last meeting, the Clerk wrote to SCDC as follows:
“Now that planning permission for Bennell Farm has been granted Comberton Parish Council requests information on the total value of the S106 for each item required to be provided by the applicant/development plus information on the specifications and designs required.

For example but not limited to-
Highways improvements = £xxx and specification/requirement
Pavilion £xxx, specification and size to be provided
Sports pitches £xxx and specification
Maintenance provision
Etc

If this is all provided in full in the S106 then the Parish Council would like a copy of the S106. If specifications and monetary value are not included then please supply these.”
James Fisher of SCDC has replied:
“I am still awaiting to receive a copy of the section 106 agreement from the legal office. As soon as I have received it I will be in a position to respond to your e-mail. In the meantime the planning committee report (May 2016) was accompanied by a heads of terms that detailed all of the onsite works and offsite contributions. Please see attached.”
Heads of Terms document attached.
- 3.2 (5.1) Harbour Avenue encroachment onto PC land
Cllr Taylor to report. He writes:
“I spoke to the owner of the property in question regarding concerns about taking PC land placing of bins and use of the land for the skip etc...while building.
He has assured me that the land will be returned to grass where it has been worn away and used to access the building of the extension. He has assured me there will be no path on the land and he will keep his wheelie bins off the land. Also he is now aware he should have asked permission for the placing of the skip and the security fencing while the build was going on, and is sorry for not doing that in the first place.”
- 3.3 To consider quotations for tree survey
Quotations will be brought to the meeting if received. Two Tree Surgeons have declined to quote.
- 3.4 (6.1) Comberton United request for grant towards boot scraper – United have said that they have paid the money by BACS at the beginning of February. The Clerk is unable to check as a bank statement has not been received. It is due next month.

- 4.1 To receive the finance report and to approve the payment of bills – attached
- 4.2 Clerk’s report on any use of delegated powers
None at the time of writing.
- 5.1. Proposal that the Parish Council employs a part-time employee for the Recreation Ground management
Cllr Griffiths to report. He writes:
...”That the PC employ a part-time employee with the following duties:
1. To act as a liaison with all users of the recreation ground;
 2. To manage bookings of the recreation ground;
 3. to organise a rota for opening and locking the gate to the recreation ground and to open it and lock it him or herself when necessary; and
 4. Such other duties as the parish council shall think appropriate.”

With regard to the opening and closing arrangements, Cllr Taylor has also written that he has obtained the lock and chain and has passed it on to the resident, who has stated that there are now 5 dwellings on the rota so the resident is happy to continue.

- 5.2 Proposal that the sports teams which wish to use the Recreation Ground for fixtures and/or training be required to pay a deposit of one half of the anticipated booking fees in advance at the beginning of each season and the balance upon demand
Cllr Griffiths to report.
- 5.3 Recreation Ground signage – to consider wording for the sign and quotation if received
Cllr Taylor to report.
- 5.4 Comberton Annual Parish Meeting arrangements and offer from Friends of St Mary’s Church
The following email from the Friends of St Mary’s Church has been forwarded by Cllr Westgarth -
“The “Friends” are looking to make more people in Comberton aware of the Trust’s aims and objectives.

I remember, in my day, that CPC used to have a speaker at the end of the APM talking for a short time on a newsworthy idea/organisation – to increase participation etc.

Is CPC considering this for the upcoming APM ? If so can the Friends put on a short ‘show and tell’ piece about our proposed activities – and to solicit helpers?”

Cllr Westgarth adds:

“Can we put the Annual Parish Meeting on the agenda in order that we can decide about taking the friends group up on their kind offer for the APM. As you know we have been criticised in the past for not promoting the APM... and this could be an excellent way of drawing in more people.”

A speaker on sustainable community buildings has already been booked for the Annual Parish Meeting. An article was sent to Comberton Contact in January.

- 5.5 Christmas tree lights and event
Cllr Westgarth to report.
The Playgroup leader has written as follows:

“Storm Doris has inflicted damage at playgroup. The tree in the centre of the playground is down and the Xmas lights damaged.
We are having the tree cleared but not sure at moment what we can do about lights.”

Cllr Westgarth has asked her to let the Council know whether the lights need to be replaced and a decision where to put them is necessary now the tree has gone.

- 5.6 Proposal that the Parish Council writes again to Anglian Water following half day of rain on 27 February
Cllr Moffat to report. He writes:
“We had half a day of rain on Wednesday 22nd February and as a result the sewage was coming up out of the manholes and flooding the road and today there have been tankers all lined up in Swaynes lane and Barton road in the morning to tanker away excess. We need to consider writing to Anglia Water again asking for another explanation.”
- 5.7 Wooden posts on Hillfield being pulled out of the ground and car parking on the verge as a result
Cllr Moffat to report.
- 5.8 Proposal that the graffiti on the Skate Park is removed
Cllr Moffat to report.
- 5.9 Proposal for up to two rubbish bins in Hines Lane
Cllr Taylor to report.
- 6.1 Comberton Baptist Church – Provision of youth services
and
- 6.2 Comberton Baptist Church – Pudding in the Park event and request for financial support
Attached.
- 6.3 CCC consultation on proposed 50 mph speed limit between Toft and Comberton
Consultation letter and map attached.
- 6.4 Comberton Playground Project – installation of plaque and request for permission for picnic bench
“We are just trying to tie up the loose ends and get the last jobs done with regards to the CPP so that we can close the charity and get the accounts processed. To do this we need to install a plaque with all the details of funding (including the Parish council so could you please send over what needs to be put on it) and also a resident of the village donated money for us to purchase a picnic bench which we need to buy but we also need the permission of the PC for us to install them, so could you please put this on the next agenda we can get a approval to go ahead.”
- 6.5 CAPALC – Consultation on a new draft CAPALC Membership Agreement
“Consultation on a new Draft CAPALC Membership Agreement is open to all Councillors and Clerks of Member Councils for 4 weeks from 23rd February 2017, To read the Draft Membership Agreement see the attached or log on to the home page of the CAPALC website at www.capalc.org.uk.
To respond to the consultation follow or copy and paste the link on the CAPALC website or copy and paste this link into your browser
<https://www.surveymonkey.co.uk/r/VTF6BXB>
Thank you in anticipation of your individual responses.”
Ian Dewar
CEO

Cambridgeshire and Peterborough Association of Local Councils

Draft membership agreement attached.

7. Closure of meeting

Ref	Type	Policy	Required	Detail	Quantum	Fixed contribution / Tariff	Officer agreed	Applicant agreed	Number Pooled obligations
Cambridgeshire County Council									
CCC1	Early years	DP/4	NO	No need identified by CCC to increase early years capacity					
CCC2	Primary School	DP/4	NO	No need identified by CCC to increase capacity at Comberton Primary School					
CCC3	Secondary school	DP/4	NO	No need identified by CCC to increase capacity at Comberton Village College					
CCC4	Libraries and lifelong learning	DP/4	YES	<p>Cambridgeshire County Council have requested a contribution towards modification of the existing library on West Street, to fund mobile freestanding and adjustable shelving and modification of the counter to improve the efficiency of the space.</p> <p>The contribution is based on the figure of £42.12 per person (with an assumed population of 207).</p>	£8,718.84	Fixed	YES	TBC	None
CCC5	Strategic waste	RECAP WMDG	NO	Pooling limit reached such that no further contributions may be secured					
CCC6	Transport	TR/3	NO	All highways improvements are to be secured via a planning condition leading to a section 278 highways agreement.					
South Cambridgeshire District Council									
SCDC1	Onsite open space (sport)	SF/10 and emerging local plan ref H/1:h	YES	<p>The recreation study of 2013 identified Toft as having a deficit of 0.91 ha of sports space. Comberton was identified as having a deficit of 1.24ha.</p> <p>The local plan allocation for this proposal included the requirement to (i) incorporate a full size football pitch and changing facilities for Toft village and (ii) provide community car parking that is also available for overspill parking for Comberton Village College.</p> <p>The application description includes the provision of the car parking and pavilion at up to 150m2.</p> <p>A scheme for the provision of (a) the</p>	Onsite infrastructure		YES	TBC	None

				<p>football pitch (b) the community car parking (c) the changing facilities and (d) the future management and maintenance of (a) to (c) will need to be addressed through a section 106 agreement.</p> <p>It is understood that at present time both Toft Parish Council and Comberton Parish Council do not wish the football pitch and changing facilities being provided.</p> <p>Comberton Parish Council has sought contributions towards either a new pavilion or extension to existing pavilion and funding for the drainage of the recreation ground.</p> <p>If at a later date all parties agree that an alternative mitigation is more appropriate (i.e. upgrading existing facilities), and which still ensure that sufficient measures of mitigation are secured, a section 106 A application to modify the planning obligation may be made to overcome this.</p>					
SCDC2	Onsite open space (children's play)	SF/10	YES	<p>The recreation study of 2013 identified Toft as having a deficit of 0.29 ha of children's play space. Comberton was identified as having a deficit of 1.67ha.</p> <p>The open space and new developments SPD provides a 'guide for when on-site provision will be sought' in terms children's space facilities (i.e. LAPs, LEAPs and NEAPs). For example the SPD suggests than a LAP is required at 10 dwellings, a LEAP at 50 dwellings and a NEAP at 200 dwellings.</p> <p>On this basis the development will be required to provide an onsite LEAP and which will comprise a minimum activity zone of 500m2 consisting of 9 pieces of play equipment (which will comprise at</p>	Onsite infrastructure		YES	TBC	None

				<p>least 6 pieces of play equipment for 4- 8 year olds and at least 3 pieces of equipment for toddlers).</p> <p>The section 106 agreement will also be required to address the future management and maintenance of the play area.</p>					
SCDC3	Onsite open space (informal)	SF/10	YES	<p>The section 106 agreement will need to establish the minimum level of onsite open space in accordance with development control policy SF/11.</p> <p>The section 106 agreement will also be required to address the future management and maintenance of the public open space.</p>	Onsite infrastructure		YES	TBC	None
SCDC4	Offsite indoor community space	DP/4	YES	<p>The community facilities audit of 2009 highlighted that Toft had a surplus of 12.51 m2 of indoor meeting space against the informal policy of 111m2 per 1000 people. Comberton was identified as having a deficit of 97 m2 of indoor meeting space.</p> <p>Historically South Cambridgeshire District Council has looked to make community infrastructure improvements</p> <p>Comberton is defined as a Minor Rural Centre in the Core Strategy and in accordance with the Community Facilities Audit 2009 the proposed standard for Minor Rural Centres is as follows:</p> <ul style="list-style-type: none"> • Rural Centres should have at least one good sized facility which offers access to community groups at competitive rates. • The centre should feature one main hall space suitable for various uses, including casual sport and physical 	Onsite infrastructure	Tariff	YES	TBC	None

			<p>activity; theatrical rehearsals/ performances and social functions. The facility should also offer at least one meeting room.</p> <ul style="list-style-type: none"> • All facilities, including toilets, should be fully accessible, or retro-fitted to ensure compliance with Disability Discrimination Act legislation wherever possible. • Facilities should include a kitchen/catering area for the preparation of food and drink. The venue should have the capacity for Temporary Events for functions which serve alcohol. • Where practical and achievable, new build facilities should be delivered with appropriate energy-efficiency measures in place, although this should be undertaken with the balance of expenditure/saving in mind, given the likely hours of usage. • Facilities should be designed to offer ease of management, as volunteers are likely to be primarily responsible for day to day upkeep. <p>When the community facilities audit was undertaken in 2009 Comberton Village Hall was said to be a new building with an impressive range of facilities. The main hall is the setting for a variety of productions which take advantage of the stage facilities, specialist stage lighting and hearing loop for the deaf or hard of hearing. There are also good facilities for the disabled including a stair lift. There are good meeting rooms available upstairs and downstairs. Parking is very good and there is also space for users to lock up bikes.</p>					
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				<p>Comberton Parish Council have not put forward any projects in relation to indoor community space.</p> <p>Having regard to the demonstrable need officers are proposing that any onsite changing facility will incorporate an area of hireable community space.</p>					
SCDC5	Household waste receptacles	RECAP WMDG	YES	£72.50 per dwelling	£6,525	Tariff	YES	TBC	
SCDC6	S106 monitoring		YES	A fixed fee of £3,000	£3,000	Fixed fee	YES	TBC	
Non standard requirements									
OTHER1	Health	DP/4	YES	<p>NHS England have sought a contribution from this development towards the cost of providing additional capacity at Comberton Surgery. Any contribution from this development would be pooled with other schemes to deliver the necessary mitigation.</p> <p>District Council officers met with the Practice Manager of Comberton Surgery in July 2015 who advised that additional capacity could be created through the renovation of the building to create additional consultancy rooms. The practice manager also said that the surgery would need to look at purchasing/leasing some more land nearby to accommodate the additional parking requirements (there is a farm which is currently used nearby Comberton surgery).</p>	£30,300	Fixed fee	YES	TBC	None
<p>TOTAL - £48,543.84 (subject to final housing mix) NB the cost of providing the changing rooms, the football pitch, the car park (costs unknown) and the LEAP is excluded from this figure</p> <p>PER DWELLING - £539.38 (subject to final housing mix) NB the cost of providing the changing rooms, the football pitch, the car park (costs unknown) and the LEAP is excluded from this figure</p>									

NB. This note covers only infrastructure that is to be secured via a planning obligation under section 106 of the Town and Country Planning Act 1990 (as amended). Planning applications are often required to also provide new or improvements to existing infrastructure including but not limited to highways, drainage and biodiversity. Such measures will be secured via a planning condition and details of these are set out in the planning committee report.

COMBERTON PC FINANCIAL REPORT

Mar-17

Summary of Month

		£
Balance brought forward		197,676.81
Adjusts/transfs/inc during period		
CHQ 787	CANCELLED	1,544.08

Additional payments approved at last/previous meeting

LGS SERVICES	ADMIN SUPPORT	-2604.88
ALARM MAINTENANCE	INTRUDER ALARM SERVICE	-128.40
ALARM MAINTENANCE	FIRE ALARM SERVICE	-117.60
PARISH ONLINE	ONLINE MAPPING	-124.80

Misc Credits

Total Adjustments	-1,431.60
Balance revised after adjustments	196,245.21

Bank Reconciliation

Account	Funds	Statement	Outstanding
National Savings D&M Fund	84,593.18	84,593.18	
Santander	111,652.03	126,515.48	-14,863.45
Total	196,245.21	211,108.66	-14,863.45

Expenditure for approval

		£	<i>chq no.</i>
SLCC	TRAINING	5.00	792
HMRC	PAYE/NIC	11.60	793
	SALARY	294.51	794
CCC	STREETLIGHTING	267.06	795
P OAKES	TREES	136.80	796
RPM	PLAY EQUIPMENT REPAIR	348.00	797
BUCHANS	GRASSCUTTING	660.00	798

Total Expenditure

Balance C/F	1,722.97
	<u>194,522.24</u>

Gail Stoehr

Responsible Financial Officer

Notes:

Late invoices will be brought to the meeting



Comberton Baptist Church

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Cambridge
CB23 7DY

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6 February 2017

Dear Gail,

I appreciate that this letter is probably too late to be considered at the Comberton Parish Council meeting in February but could I ask that the items below are placed on the agenda for consideration at the meeting on 8 March. Thank you.

Provision of youth services within the village

It was with some sadness that I read in the minutes of the Parish Council meeting from 14 December 2016, that the Parish Council had decided not to renew the contract with the Connections Bus Project which provides weekly youth club provision at the Comberton Rec.

It was not immediately clear whether there were any plans to replace this provision in any way once the contract comes to end on 31 March 2017. As far as I can tell no article appeared in the latest copy of the Contact and there was no request to gather from residents any idea of what the youth of the village want (as mentioned in the minutes). It was also not clear to me, from looking at the papers from the January meeting, whether any of the money being saved was to be put towards alternative youth projects.

I have spoken with the team from the Connections Bus Project and they are keen that this weekly provision for the young people of our village continue - ideally without any break.

One possible alternative that we have discussed would be to hold a youth club at Comberton Baptist Church on Thursday afternoons from 4-6pm - a youth club that would be staffed by sessional youth workers rather than volunteers from the church. These sessional youth workers would be a part of the team that currently staff the Connections Bus Project. There are various advantages in using sessional youth workers, such as levels of expertise, experience and training, as well as availability at this time in the afternoon.

We have put together a provisional budget for setting up and running such a youth club for a year and anticipate being able to cover a range of these costs through external grants.

The projected cost of staffing such a youth club with three sessional youth workers would be £3,934 for a year.

We would like to ask the Parish Council whether they would consider providing this funding so that important youth work can continue to be provided within our village.

Pudding in the Park

For the last two years a group of representatives from Comberton Baptist Church, St. Mary's, the Women's Institute, the Village Hall Committee, Comberton Brownies, Meridian PTA and the cricket club have organised Pudding in the Park - a community picnic on the Rec with free drinks, cakes and puddings available.

The organising committee met recently and decided that in the light of previous feedback it would be good to hold this event again in 2017. We would like permission to hold Pudding in the Park on the Rec on Sunday 11 June with a similar format to the previous two years.

We have asked JezO whether he would once again be available to compère the event and provide children's entertainment, as well as run some children's games and do balloon modelling. JezO is available for the day and would cost £250 + VAT.

We would like to ask the Parish Council to consider covering the cost of hiring JezO for the day.

Thank you for considering these requests and if you require any additional information to help in the decision making process then please get in touch. My personal email is keith@c-b-c.org.uk.

Yours sincerely,



Keith Tarring

Minister - Comberton Baptist Church

My ref: PR0348
Your ref:

Date: 15th February 2017

Contact: Andi Caddy
Direct dial: 0345 045 5212
E Mail: Andi.caddy@cambridgeshire.gov.uk



Economy, Transport and Environment
Executive Director, Graham Hughes

Highways Service
Policy & Regulation Team
Box No: SH1204
Shire Hall
Cambridge
CB3 0AP

Dear Sir or Madam,

CAMBRIDGESHIRE COUNTY COUNCIL
(COMBERTON ROAD (B1046), TOFT)
(50 MPH SPEED LIMIT)
ORDER 20\$\$

Cambridgeshire County Council proposes to introduce:

Implement a 50mph speed limit on Comberton Road (B1046), from a point 165 metres east of its junction with Hardwick Road, to a point 480 metres west of its junction with Kentings (Comberton)

I have enclosed a plan(s) showing the location(s) and extent(s) of the proposed restriction.

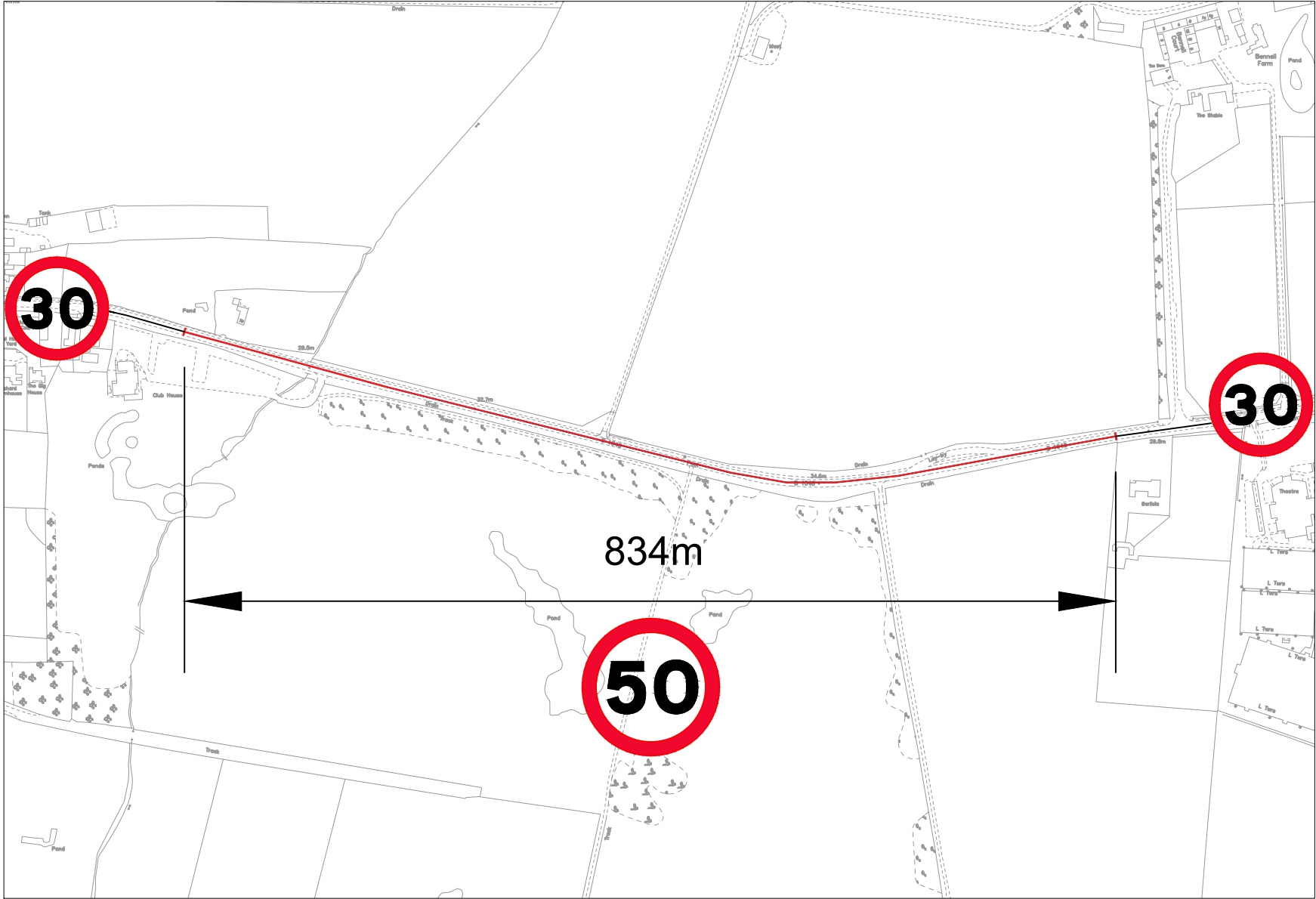
If you wish to make any comments on these proposals we would appreciate them in writing, no later than 8th March 2017 quoting reference PR0348.

If you require any further information, please do not hesitate to contact me.

Yours faithfully

A handwritten signature in black ink, appearing to read 'A. Caddy', written in a cursive style.

Policy and Regulation



Document Title: CAPALC Membership Agreement (Draft Summary)
Dated: 21st February 2017
Response period: 4 weeks from 23rd February 2017
Target implementation date: 1st April 2017)

**MEMBERSHIP AGREEMENT (Draft for Consultation)
BETWEEN
CAMBRIDGESHIRE & PETERBOROUGH ASSOCIATION OF LOCAL COUNCILS (CAPALC)
AND
CAMBRIDGESHIRE & PETERBOROUGH MEMBER COUNCILS**

Introduction

This Agreement sets out the support Cambridgeshire and Peterborough Associations of Local Councils (CAPALC) and its parent organisation the National Association of Local Councils (NALC) provides for member councils and clerks and what membership entails.

A Local Perspective

CAPALC and the Society of Local Council Clerks (SLCC) Cambridgeshire Branch both recognise each other's organisation and the joint work and support for Parish, Town and Community councils and clerks each does across Cambridgeshire and Peterborough.

CAPALC is not a businesses but a membership organisation, a collective strength and a representative voice for parish and town councils with the District, County and Unitary Authority.
A truly Local Partnership

CAPALC and SLCC jointly promote each other's work and co-operation and promote councils to invest in joint membership of both CAPALC and SLCC.

In partnership with the principal authorities CAPALC, SLCC and Cambridgeshire branch of Action for Communities In Rural England (ACRE) work to represent and deliver change for the good of the sector.

What sets CAPALC apart from others in the sector?

Being affiliated to NALC, a national presence with the ear of government, it allows CAPALC to cover an extremely broad range of topics for our members.

For example:

- The county association (CAPALC) is the voice that represents you at a truly local level with District, County and Unitary authorities and service organisations.
- We campaign for parish and town council to have representation through CAPALC or appointed representatives to have a seat on a number of local bodies.
- The success of the free to attend Annual Parish Conferences is due to the work of CAPALC and its members engaging in dialogue with the principal authorities.
- CAPALC has an officer based in the county with specialised local knowledge and contacts.
- As part of membership of CAPALC we can attend your council meetings or meet for one to one sessions with your clerk and/or chairman without charge
- Councils with ongoing issues have the re-assurance from CAPALC of an out-of-hours telephone number. We know the problems don't stop when the normal working day ends.
- The Board of Management of CAPALC is made up of experienced local councillors working on your behalf.
- The income CAPALC receives from you is re-invested in the sector locally and nationally to benefit you and your community

The National Perspective

The National Association of Local Councils (NALC) lobbies government on issues that affect the parish and town council sector.

A national protocol was agreed in October 2014 between the National Association of Local Council (NALC) together with the independent County Associations (ALCs), and the Society of Local Council Clerks (SLCC) and its County Branches.

The National Association of Local Councils (NALC)

- Is the only national body in constant contact with and able to represent the views of the parish and town council sector with Government and its agencies
- Is the only national body campaigning and lobbying on behalf of its member parish and town councils
- Provides membership of NALC to parish and town councils via membership of local County Associations
- Provides member councils via County Associations with legal advice from NALC solicitors who are experts in parish and town council law and practice
- Provides a wide range of Legal Topic Notes, Legal Briefings and other written documentation free to member councils
- Provides a national website www.nalc.gov.uk open to member councils, clerks, chairmen and councillors
- NALC is unique in participating end to end in the development of and offering access and support to all councils on:
 - The Public Works Loan Board Scheme
 - Local Council Awards Scheme
 - Audit Arrangements for Smaller Councils Scheme
 - Standing Orders for Local Councils
 - Financial Regulations
 - Local Councils EXPLAINED published by NALC and written by NALC head of legal services
 - NALC Legal Topic Notes direct from the NALC Legal Team
 - NALC Briefings direct from the NALC Legal Team
 - NALC's Direct Information Service (DIS)
 - Local Council Review Magazine (LCR)

CAPALC and NALC, our national affiliated body, provide affordable expert advice, support, training and mentoring to Cambridgeshire and Peterborough parish, town and community councils.

Membership of CAPALC includes membership of NALC.

CAPALC's remit is defined by you, the members

Our commitment is to provide a range of advice and professional services to member councils in an efficient and timely manner through our telephone and email helpdesks on topics such as :

- Local Council Awards Scheme
- Public Works Loan Board Finance
- Grant funding via CAPALC and NALC
- Council Statutory Powers and Duties
- Council and Committee Meeting Procedures
- Councillors Code of Conduct
- Councillors Declarations of Interest
- Council Budgets, Precepts and Finance
- Agendas and Minutes

- Risk Management
- Employment, Staff Contracts and Job Descriptions
- HR and Disciplinary Procedures
- S106 Agreements
- Community Infrastructure Levy
- Neighbourhood Planning and the implications for Councils
- Working with the Planning Process
- Responding to Planning Applications
- The Localism Act and the opportunity and challenges for Parish and Town Councils
- Assets of Community Value
- Right to Bid or Challenge service provision
- Right to build and Community Land Trusts
- General Power of Competence

The CAPALC Member Council's remit

As a member of CAPALC your council agrees that its members will:

- Abide by the council's Code of Conduct and the 7 Nolan principles of Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership
- Have a training budget for councillors and council staff
- Maintain good standards of governance and financial control of public funds
- Be open and transparent in how it conducts its meetings and dealing with the public
- Ensure all council staff have a contract and job description and receive regular appraisals
- Nominate a voting member for CAPALC AGM's and other Association meetings
- Provide CAPALC with up to date full contact details of Clerk and Council Chairman
- Provide a list of councillors on your council with email address and phone number (mobile preferred) where they exist so we can advise of free training and development opportunities or changes where they occur

Summary of advice and Support topics

The list of support topics is driven by you and reflects your needs as enablers for your community.

Your membership of CAPALC includes membership of NALC and the cost of our advice and support is included in your membership fee on the basis of a fair use arrangement

In long running and complex situations we offer additional discounted paid professional assistance to ensure the best outcome for the council.

A more comprehensive list of services, advice, support and training topics from CAPALC and NALC to help enable your council to conduct its business in the best interests of your council and your community is contained in Appendix 1

Appendix 1 – Summary list of services, advice, support and training topics

Legal

Agricultural Holdings Act	Agricultural Tenancies Act	Alternative names for councils
Basic Charity Law	Business Tenancies	Bye-laws
Celebrations	Claiming Ownerless Land	Committee Meeting Procedures
Community Governance Reviews	Control of Dogs	Control of Litter
Copyright	Council Business and Law	Council Meeting Procedures
Councils as Landowners	Data Protection	Declarations of Interest
Documents and Records	Disclosure of Interests	Disposal of Land
Ditches and Water Courses	Easements over Land	Elections
Freedom of Information	General Power of Competence	Information Law
Land and Property	Leases and Licenses	Legal Proceedings
Lobbying Government	Non Councillors	Occupiers Liability
Parish Meetings	Policing your area	Private Access to Council Land
Protection of Common Land	Ownerless Common Land	Public Enquiries
Public Rights of Way	Registered Land	Right to Bid/Challenge services
Royal Visits	Service Contracts	Statutory Powers and Duties
Temporary Use of Allotment Land	Titles of Dignity	Transparency Code
Trespass to Land	Village Greens	

Finance

Finance Introduction	Bank Reconciliation	Budgets
Cheque Payments	Councillors' Allowances	Electronic Payments
External Audit	Finance ad the role of the RFO	Finance for Councillors
Financial Regulations	Finding Funding and Grants	Internal Audit
Investment Planning	Local Councils and VAT	New Councils Fund
Public Works Loan Board	Section 137 Payments	Transparency Fund
Writing Funding Applications	Year End	

Human Resources

Appraisals for Council Staff	Anti Social Behaviour	Code of Conduct
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Contracts of Employment	Defamation	Disability Discrimination
Disciplinary Procedures	Discrimination	Early Retirement
Employment Matters	Equality	First Line Conflict Resolution
Harassment	Health and Safety	Hiring Staff
Human Rights	Illness	Interviewing
Job Descriptions	Negligence	New Clerk Induction
New Councillor Induction	Nuisance (Private)	Nuisance (Public and Statutory)
Pensions	Policies	Professional fees
Race Discrimination	Retirement Payments	Salary Reviews
Sex Discrimination	Termination of Employment	Tribunals

Facilities

Allotments	Asset Transfer	Assets of Community Value
CCTV	Clean Neighbourhoods	Community Buildings
Community Transport Schemes	Crime and Disorder	Energy performance
Football and Cricket Fields	Highways	Markets
Multi Use Games Areas	Neighbourhood Watch	Open Spaces
Pavilions	Playgrounds	Play and Sports Equipment
Provision of Parking Spaces	Skate and BMX Parks	Straying Animals
Street Naming and Numbering	Sports and Recreations	Tools Training for Ground Staff
Tree Management	Village Greens	Village Halls
Warden Schemes	Wheel Clamping	

Planning

Agricultural Land and Buildings	Building Control Enforcement	Community Infrastructure Levy
Community Land Trusts	Neighbourhood Plans	Responding to Planning
Right to Build	Section 106 Agreements	The role of Local Councils

Ecclesiastical

Burials and Burial Grounds	Cemeteries	Church Buildings
Church Clocks	Closed Churchyards	Disused Burial Grounds
Gardens of Remembrance	Graves	Grave Stones
Monuments	Tombstones and Memorials	War Memorials