

**COMBERTON PARISH COUNCIL**  
**The minutes of the Annual Parish Council meeting held on**  
**Wednesday 10 May 2017 in the Village Hall at 7.30 pm**

Members present:	Mr N Taylor (Chairman) <sup>(NT)</sup>	Ms L Tatnell <sup>(LT)</sup>
Councillors:	Mr A Hollick <sup>(AH)</sup>	Mr M Tebbit <sup>(MT)</sup>
	Mr S Moffat <sup>(SM)</sup>	Ms C Urquhart <sup>(CU)</sup>
	Mr T Scott <sup>(TS)</sup>	Miss C Westgarth <sup>(CW)</sup>

In attendance: 2 members of the public, County Cllr Lina Joseph and Mrs Gail Stoehr (Clerk).

Cllr Taylor presided in the absence of the Chairman.

**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**

RESOLVED that Cllr Griffiths be elected Chairman in his absence and he is to sign his Declaration of Acceptance of Office before the start of the next meeting. <sup>(Prop CW, 2nd TS, unanimous)</sup>

**2. To elect a Vice-Chairman**

RESOLVED that Cllr Taylor be elected Vice-Chairman. <sup>(Prop AH, 2nd SM, unanimous)</sup>

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

RESOLVED: <sup>(Prop CW, 2nd LT, unanimous)</sup>

Planning Committee

Membership: Cllrs Hollick, Westgarth, Scott, McCabe, Moffat and Taylor (Chairman).

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, Tebbit, Scott and Tatnell (Convenor and Tree Warden), plus Mrs J Hughes (Co-opted) Mr R Cook (Co-opted) 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.

#### Transport Working Group (TWG)

Membership: Cllrs Taylor (Convenor) Moffat and Scott, and Mrs S.Higman and Mrs A Barford (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), Taylor and Tebbit.

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) and Taylor.

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 Urquhart (Convenor), Feldman, Griffiths, 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: Vice-Chairman (Cllr Taylor) (Convenor and Employee Line Manager) and Cllr 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 to a membership of four 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.

#### Development and Local Development Plan Working Group

Membership: Cllrs Moffat (Convenor), Scott, Westgarth and Hollick, and Cllr McCabe, unless she declines.

Terms of Reference:

To consider current and new development.

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

RESOLVED: (Prop CW, 2nd LT, unanimous)

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 - Cllr Tatnell (Convenor), Scott and Taylor.

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.

Comberton Playground Project (Trustee and liaison) – Cllr Moffat

Comberton Village College link – Cllr Feldman (Convenor) unless she declines.

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

RESOLVED to noted 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 interest**

### 6.1 **To receive written apologies for absence and reasons**

Apologies for absence were received from Cllrs Griffiths, Feldman and McCabe (all out of parish), and from Jill Preston who had resigned.

- 6.2 To receive declarations of interests from councillors on items on the agenda and details of any dispensations held  
None.
- 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**

A resident asked the Parish Council and the Transport Working Group to give consideration to parking problems in Green End near the Doctors' surgery, which will only worsen when more houses are built. There is also the problem of inconsiderate parking. The Chairman recommended that the resident and neighbours speak to CCC Highways. The TWG is to bring a recommendation to the next meeting.

A new resident introduced himself.

County Cllr Lina Joseph introduced herself. The CCC leader has been selected today. She has expressed her interest in three committees. She asked that she be informed of any outstanding issues and she would follow them up. She will also speak to a resident of Green End. Cllr Joseph expressed her wish to work long term and look at the parish's vision to pass on to the leader.

Cllr Scott as District Councillor reported on:

- The Local Development Plan Inspector is reviewing the village and its status as a rural centre and is looking again at omission sites. Cllr Scott and the village are unable to make representations.
- Social isolation, time banking and retirement homes.
- Speeding tractors
- A new CEO at SCDC
- The proposed Park and Ride site on the side of Madingley Hill
- Tennis courts had been cleaned up by keen residents.
- Cllr Scott will make a request in Contact that residents park considerately.

### **7. To approve the minutes of the previous meeting and the confidential minutes**

RESOLVED that the minutes of the meeting on 12 April, and the confidential minutes, be approved and signed by the Chairman. (Prop TS, 2nd CW, unanimous)

### **8. To consider resolutions from the Annual Parish Meeting, if any**

- 8.1 Dangerous parking on West Street and Barton Road, especially by Barrons Way  
RESOLVED that the Transport Working Group should bring a recommendation to a future meeting.

### **9. 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.

- 9.1 (3.1) Bennell Farm S106 requirements – report on meeting with David Thompson  
RESOLVED having considered the report on the meeting with David Thompson and the views of Toft Parish Council on the S106 that the RWG should draw up a more detailed proposal for the pavilion and pitches, and that a letter be sent to David Thompson making the Parish Council's views very clear. The letter is to be signed by the letter and Cllr Urquart is to assist the Chairman draft the letter as he is not present at this meeting.

- 9.2 (3.2) Recreation Ground Working Group – report and recommendation on the hedge at the Recreation Ground  
 RESOLVED that parking when the Recreation Ground is in use is to be an agenda item for the next meeting.  
 RESOLVED that the Football Club can park in Cllr Scott's yard, subject to having first sought permission.
- 9.3 (3.5) Proposal that the Parish Council employs a part-time employee for the Recreation Ground management – to consider recommendation and draft job specification  
 RESOLVED to approve the job specification and employ a Recreation Ground Co-ordinator at £10.00 per hour (negotiable).  
 RESOLVED to appoint Cllrs Griffith, Taylor and Urquart to a Selection and Appointing Panel with the delegated remit to short list, interview and appoint the new employee.  
 RESOLVED that the job specification is to be publicised in Contact, Toft Calendar and the Barton newsletter, with the Clerk as contact.
- 9.4 (3.6 and 4.0.1) Recreation Ground garage roof – to note response from insurers  
 RESOLVED to note the comments of the insurers and to purchase 5 litres of anti-slip black paint and four signs, to be delivered to Cllr Taylor.
- 9.5 (3.8) To consider quotations for missing posts on the Recreation Ground and the bridge to the Recreation Ground if received  
 RESOLVED to accept a verbal quote given to Cllr Taylor from Foxcote Fencing of no more than £100.00. The cost was thought to be between £50.00 and £80.00. Cllr Taylor was issued an order number for Foxcote Fencing.
- 10. Finance, procedure & risk assessment**
- 10.1 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 <sup>(Prop CW, 2nd CU, unanimous)</sup> that the payments as listed in the financial report should be paid, plus Buchans (grass cutting) £1072.56, Canalbs (Internal Audit) £263.97, HMRC (PAYE/NIC) £271.12. The cheques for £993.58 and £286.20 in favour of Buchans are on hold pending clarification about the weed treatment.
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|------------------------------------|----------|
| Jez O events (Pudding in the Park) | £300.00  |
| J Boocock (Watts Wood Benches)     | £250.00  |
| CAPALC (Affiliation fee)           | £443.13  |
| Salary                             | £131.15  |
| LGS Services (Admin support)       | £1548.55 |
| NEST (Pension) (DD)                | £168.70  |
- RESOLVED to ask Comberton United how the balance of the grant for the boot scraper had been spent.
- RESOLVED to note that CCC had offered £500.00 towards the Causeway and their query about the ditch.
- Credits including pitch hire fees, the village hall insurance and receipt of the precept, were noted.
- 10.2 Clerk's report on any use of delegated powers  
 None.



- 10.3 To carry out a review of the effectiveness of the system of internal control that has been in place during the year under review (between 1<sup>st</sup> April 2016 and 31 March 2017)  
RESOLVED, having considered Part 2 of the Accounts and Audit Regulations, that the Parish Council believes that it has effective systems of internal control in place.
- 10.4 To consider the Internal Auditor's report  
RESOLVED to note the Internal Auditor's report.  
RESOLVED that consideration of a Standard Project form is to be an agenda item for the next meeting.
- 10.5 To prepare the Annual Governance Statement (Section 1 of the Annual Return)  
RESOLVED that the statements in the Annual Governance Statement be all answered "Yes" apart from Question 9 on Trust Funds which was not applicable.
- 10.6 To approve the Annual Governance Statement by resolution  
RESOLVED that the Annual Governance Statement be approved and signed by the Chairman on the Council's behalf. (Prop NT, 2nd TS, unanimous)
- 10.7 To consider the Accounting Statements (Section 2 of the Annual Return)  
The Accounting Statements were considered.
- 10.8 To approve the Accounting Statements by resolution  
RESOLVED that the Accounting Statements be approved.
- 10.9 To ensure that the Accounting Statements are signed and dated by the person presiding at the meeting  
RESOLVED that the Accounting Statements be signed and dated by the Chairman on the Council's behalf. (Prop NT, 2nd TS, unanimous)
- 10.10 Annual Reviews
- 10.10.1 Standing Orders, Financial Regulations, Risk Assessment and other policies review  
The following policies were reviewed:  
Management of records policy  
Internal controls and risk assessment policy  
Complaints policy including code of conduct  
Child protection policy  
Standing Orders  
Data Protection policy  
Dispensation procedure policy  
Training policy  
Parish Council Code of Conduct  
Dispensation request form  
Parish Council grant application procedure  
Financial regulations  
How to complain to your Parish or Town Council  
Freedom of Information policy  
Public access and amenity policy  
Equal opportunities policy  
Policy for handling complaints  
Nursery school Police parking policy  
Race Relations policy  
RESOLVED to delete 1m from Standing Orders as this no longer complied with the Openness of Local Government Regulations.
- 10.10.2 Assets, Insurance policy and fidelity guarantee review  
RESOLVED to ask Cllr Griffiths if he would look at the Insurance Policy and whether he would be willing to make a recommendation to a future meeting.

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

11.0 Tennis Courts

RESOLVED to receive verbal reports that there was evidence of fire lighting on a path in Jubilee Wood and in Watts Wood, and that unauthorised entry had been gained into the railway carriage causing damage to the carriage.

RESOLVED to place an article in Contact highlighting the problem and encouraging residents to report any damage to the Police.

11.1 Speeding on Royston Lane. A resident's concern has been emailed to Speedwatch

RESOLVED that the Transport Working Group should look at the issue and bring a recommendation to a future meeting. Speedwatch had asked the Police if this could be a designated area for Speedwatch.

11.2 Speedwatch coordinator's request that the Council help to purchase 4 Speedwatch signs for all main entrances

RESOLVED to approve the purchase of four signs from the Police supplier at a cost of £70.00 each for delivery to Roger Musto. (Prop LT, 2nd NT, unanimous)

11.3 Proposal that the Council arranges for the broken lids on the rustic bins by the crossroads to be repaired

RESOLVED that Cllr Taylor should obtain a quotation from Foxcote Fencing.

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

12.1 CCC consultation on revision of Local Validation Guidance List and Local Validation Check List for planning applications for the County Council's own development and for waste development

Noted.

12.2 East Anglian Air Ambulance and Salvation Army – request for sites for clothing banks

Noted.

12.3 Village of the Year competition

RESOLVED that it would be a wonderful idea if residents put together an entry for Best Village and to consider it further next year if required.

12.4 Herringland Charity request that the bench at the corner of Harbour Ave is tidied up as it appears it was varnished rather than oiled last time

RESOLVED, given that chains are missing, to defer this item to the next meeting.

12.5 Resident – request that the cyclepath between Barton and Comberton is cleaned

Deferred to the next meeting.

12.6 Resident – complaint about the white van parking outside Budgens

RESOLVED that residents should report unlawful parking to the Police.

**13. Closure of meeting**

There was no further business and the meeting was declared closed at 9.56 pm.

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