

# COMBERTON PARISH COUNCIL

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

05/07/17

## 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 previous meeting

### 3. Co-option to fill casual vacancy – to consider any applications received

### 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 (3.3) Dangerous parking in West Street and Barton Road, especially by Barrons Way – to consider report and recommendation
- 4.2 (3.4) Parking when the Recreation Ground is in use
- 4.3 (3.13) Parking issues in Green End – to consider report and recommendation
- 4.4 (3.7) Herringland Charity request that the bench at the corner of Harbour Avenue is tidied up – to consider quotation if received
- 4.5 (6.1) S/1812/17/OL – Bennell Farm – outline planning application for up to 90 dwellings and associated infrastructure works and S106 agreement requirements
- 4.6 (4.0.1) Old railway carriage at Watts Wood – to consider what action should be taken if any

### 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
- 5.3 Appointment of Internal Auditor

### 6. To receive reports and items from committees, working groups and members for information only unless specified

- 6.1 Recreation Working Group
  - 6.1.1 Proposal that the Council considers a resident complaint about dog fouling on the Recreation Ground, with particular reference to a man who sits in his car and lets his dog run loose <sup>(LT)</sup>
  - 6.1.2 Pavilion including boarding up and shower room ceilings <sup>(CU)</sup>
- 6.2 Proposal that the Council considers matters arising from the Park and Ride workshop <sup>(JF)</sup>
- 6.3 Encroachment in The Valley onto Parish Council land <sup>(CW)</sup>

### 7. To consider matters arising out of correspondence/communications received

- 7.1 MAGPAS request for financial support
- 7.2 Construction Design and Management (CDM) regulations

### 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](mailto:parishclerk@comberton.org.uk)

## **Clerk report to Comberton Parish Council meeting on 12 July 2017**

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

Please note that the meeting will be held in the large main hall.

Cllr Joseph would like to know if the Parish Council would like to attend joint meetings with her other parishes instead of her attending all meetings.

2. To approve the minutes of the meeting on 14 June 2017 - attached
3. Co-option to fill casual vacancy – to consider any applications received
4. Matters arising
- 4.1 (3.3) Dangerous parking in West Street and Barton Road, especially by Barrons Way – to consider report and recommendation  
Deferred at the last meeting.
- 4.2 (3.4) Parking when the Recreation Ground is in use  
Deferred at the last meeting.
- 4.3 (3.13) Parking issues in Green End – to consider report and recommendation  
Deferred at the last meeting.
- 4.4 (3.7) Herringland Charity request that the bench at the corner of Harbour Avenue is tidied up – to consider quotation if received  
Cllr Taylor to report.
- 4.5 (6.1) S/1812/17/OL – Bennell Farm – outline planning application for up to 90 dwellings and associated infrastructure works and S106 agreement requirements  
Deferred at the last meeting.
- 4.6 (4.0.1) Old railway carriage at Watts Wood – to consider what action should be taken if any  
The Clerk to report to the meeting.
- 5.1 To receive the finance report and to approve the payment of bills – attached
- 5.2 Clerk’s report on any use of delegated powers  
The Clerk used her delegated powers to purchase a new tea urn at £64.98 plus VAT as the old one had broken and fused the pavilion.
- 5.3 Appointment of Internal Auditor
6. To receive reports and items from committees, working groups and members for information only unless specified
- 6.1 Recreation Working Group
- 6.1.1 Proposal that the Council considers a resident complaint about dog fouling on the Recreation Ground, with particular reference to a man who sits in his car and lets his dog run loose  
Cllr Tatnell to report.
- 6.2 Proposal that the Council considers matters arising from the Park and Ride workshop  
Cllr Feldman to report. She writes:  
“Just to let you know that I attended the Cambourne to Cambridge Park & Ride Workshop.

Please find attached a map showing the potential sites being considered under the consultation (A3 original, scanned in 2 x A4 pages).

The purpose of the workshop was to look "afresh" at the different options as part of the whole consultation/appraisal process. This was carried out in small working groups so that all views and comments could be collated, under the guidance of an independent facilitator. The aim is that 3 options are to be recommended to the City Deal Board by the end of July (stage 1).

There will be a review of the short list options, implications considered (in particular in relation to the Guided Busway Cambourne to Cambridge) with a recommendation to the City Deal Board to be completed by the end of September (stage 2).

Examples of aspects considered were:

Green Belt

Access

Traffic congestion/volume through villages

Impact on communities

Landscape and Heritage

Length of journey times”

### 6.3 Encroachment in the Valley onto Parish Council land<sup>(CW)</sup>



This parcel of land is included on the Council's title deeds.

### 7. Correspondence

7.1 MAGPAS request for financial support

Attached.

The Council must ensure that the direct benefit accruing to its area or residents is commensurate with any expenditure incurred. Councils must therefore exercise care over amounts of proposed expenditure under section 137. The Council needs to consider how the Magpas application has demonstrated direct benefit to Comberton.

7.2 Construction Design and Management (CDM) regulations

These revised regulations are now in force and impose additional requirements on clients commissioning building work.

The main purpose of the Regulations is to ensure that Health and Safety requirements are being met and whilst the main responsibilities for that lie with the contractors undertaking the work the Regulations also require clients to take some responsibilities and to be involved in the safe execution of the work.

For the avoidance of doubt these regulations apply to all building work, including building maintenance work, of any size from a replacement tap washer or a boiler service upwards and are not to be confused with larger projects (more than 500 person working days or more than 30 working days on site when on any one day there are more than 20 operatives onsite) where there is an additional requirement to notify the Health and Safety Executive (on Form F10) that building work is taking place in addition to the requirement of CDM 2015.

The principal requirements of the new Regulations are that you need to appoint a Principal Contractor and a Principal Designer.

8. Closure of meeting

## COMBERTON PC FINANCIAL REPORT

Jul-17

### Summary of Month

|  |               |            |
|--|---------------|------------|
| Balance brought forward                  | £             | 213,764.03 |
| <b>Adjusts/transfs/inc during period</b> |               |            |
| LGS SERVICES                             | ADMIN SUPPORT | -30.00     |

### Additional payments approved at last/previous meeting

|                |                        |         |
|----------------|------------------------|---------|
| PLAYSAFETY LTD | PLAY INSPECTION        | -180.60 |
| TOFT PCC       | TOFT NEWSLETTER NOTICE | -12.00  |
| BT             | PAVILION PHONE         | -22.20  |
| BT             | PAVILION PHONE         | -22.20  |
| SCDC           | TRADE WASTE            | -20.20  |

### Misc Credits

|                     |              |        |
|---------------------|--------------|--------|
| COMBERTON CRUSADERS | PITCH HIRE   | 52.8   |
| COMBERTON CRUSADERS | PITCH HIRE   | 52.8   |
| BOBERTON FC         | GRANT REFUND | 4.06   |
| COMBERTON CRUSADERS | PITCH HIRE   | 72     |
| CCC                 | VERGES       | 964.66 |

**Total Adjustments** 859.12

**Balance revised after adjustments** 214,623.15

### Bank Reconciliation

| Account                   | Funds             | Statement         | Outstanding      |
|---------------------------|-------------------|-------------------|------------------|
| National Savings D&M Fund | 84,593.18         | 84,593.18         |                  |
| Santander                 | 130,029.97        | 135,360.11        | -5,330.14        |
| <b>Total</b>              | <b>214,623.15</b> | <b>219,953.29</b> | <b>-5,330.14</b> |

### Expenditure for approval

|                          | £                   | chq no. |      |
|--------------------------|---------------------|---------|------|
| COMMAND PEST CONTROL     | RODENT CONTROL      | 42.00   | 1826 |
| CPRE                     | AFFILIATION FEE     | 36.00   | 1827 |
| COMBERTON BAPTIST CHURCH | YOUTH WORKERS       | 451.25  | 1828 |
| ALARM MAINTENANCE        | ALARM REPAIR        | 150.00  | 1829 |
| NVP                      | ANTI-CLIMB PAIRNT   | 39.90   | 1830 |
| BEACON                   | LEGIONELLA CONTRACT | 125.00  | 1831 |
|                          | SALARY              | 147.74  | 1832 |
| LGS SERVICES             | ADMIN SUPPORT       | 1658.61 | 1833 |
| NEST                     | PENSION             | 207.63  | DD   |

**Total Expenditure** 2,858.13

**Balance C/F** 211,765.02

Gail Stoehr  
Responsible Financial Officer

### Notes:

*Late invoices will be brought to the meeting*

Mrs G Stoehr  
Clerk  
Comberton Parish Council  
30 West Drive  
Highfields  
Caldecote  
Cambridge  
CB23 7NY

6 June 2017

Dear Gail

Thank you for supplying me with a copy of your Grant Application Form, which I now have pleasure in enclosing, duly completed, together with some information on the medical uniform that we are requesting funding for.

I hope the form answers all the questions that Comberton Parish Council might have in consideration of our application but should you require any further information, then I would be more than happy to help provide these details for you.

Although we are unable to provide details of any specific help and support we have given to residents within Comberton Parish Council area, I am able to provide details of the incidents within your postcode area: **Over the last twelve months we have been called out to provide support to 14 incidents within the CB23 postcode area and of these cases, we have treated 9 patients.**

Finally I have enclosed copies of our audited accounts and a copy of our constitution but we do not, as a matter of course, provide copies of our bank statements.

We continue to rely heavily on public donations and do not receive funding from the Government, so any help and support that you are able to provide us is much appreciated.

Many thanks for considering our application.

Yours sincerely,



Pauline Lutman  
Grants and Trust Officer

# GRANT APPLICATION FOR FINANCIAL ASSISTANCE FROM COMBERTON PARISH COUNCIL

Please note – applications will only be considered if accompanied by a copy of up to date accounts and your group's constitution.

|   |  |
|---|--|
| 1 | Name of Organisation:<br><b>MAGPAS AIR AMBULANCE</b>   |
| 2 | Name and address of correspondent (and office held):<br><b>MRS PAULINE HUTMAN<br/>CENTENARY HOUSE<br/>ST. MARY'S STREET<br/>HUNTINGDON, CAMBS PE29 3PE</b>   |
| 3 | What are the objectives of your organisation?<br><b>To deliver by land and air the best 24/7 pre-hospital emergency medical service to our patients.<br/>To use our expertise to promote excellence in the provision, delivery and development of pre-hospital emergency medical care</b>  |
| 4 | Amount of grant applied for <b>£ 480.00</b>  |
| 5 | What is the total cost of your project/event? <b>£480.00</b>   |
| 6 | If the total cost is more than the grant applied for how will the difference be funded?<br><b>N/A</b>  |
| 7 | If you have unspent balances in your bank account why do you need this grant?<br><b>We receive no funding from Government and rely solely on public donations.<br/>Currently we are operating on a 3 months reserves basis.</b>  |
| 8 | Have you applied for grant aid to any other organisation (including local authorities)? If so, to whom (please give details of the decision on your application):<br><b>We need a total of 28 flight suits per year and we are currently making approaches to all local Parish Councils within our operating area for support.</b>   |
| 9 | Purpose for which the money will be used. Please explain clearly and simply how this grant will contribute to the village:<br><b>During the last 12 months we have had 14 activations within the CB23 area.<br/>If any member of the public living within the Comberton Parish is involved in a life saving medical emergency, then we would be available to provide help and support in any situation.<br/>We need to provide our Doctors and Paramedics with essential protective clothing to allow them</b> |

**to perform their life saving care in all types of medical emergencies. It would be fantastic if Comberton Parish Council were able to support us in the purchase of this essential clothing.**

10 What sections of the community will benefit most from this grant?  
Our services are open to all members of the public.

11 Is there anything else you wish the Parish Council to take into account when considering this application?  
If anyone from your Parish Council would like to come to our Air Base and meet our Doctors and Paramedics to see at first hand our operations, then we would be delighted to arrange this for you.

12 Bank Details (if Grant approved will be paid directly)

Bank / Building Society Name: CAF

Account Number: 00019424

Sort Code: 40-52-40

Account Name: Magpas

Application Signed: *Pauline Linton*

Application Date: 6/6/17

For Comberton Parish Council Use:

Recommendation:

Parish Council Meeting Decision:

Proof of expenditure received:

Grant paid: