

**COMBERTON PARISH COUNCIL**  
**The minutes of the Parish Council meeting held on**  
**Wednesday 11 October 2017 in the Village Hall at 7.30pm**

Members present:	Mr H Griffiths (Chairman) <sup>(HG)</sup>	Mrs L Tatnell <sup>(LT)</sup>
Councillors:	Ms J Feldman <sup>(JF)</sup>	Mr N Taylor <sup>(NT)</sup>
	Mr A Hollick <sup>(AH)</sup>	Mr M Tebbit <sup>(MT)</sup>
	Dr J McCabe <sup>(JM)</sup>	Ms C Urquhart <sup>(CU)</sup>
	Mr S Moffat <sup>(SM)</sup>	Miss C Westgarth <sup>(CW)</sup>
	Mr T Scott <sup>(TS)</sup>	

In attendance: 2 members of the public and Mrs Gail Stoehr (Clerk).

**Comments & observations from members of the public and County and District Councillor reports**

A resident referred to item 6.1.1 regarding the trees at Bakers Close and observed that the Field Maples were disproportionate to the area and caused problems with leaves. They believed the trees were on land belonging to SCDC and a sign saying “Keep off the Grass” had appeared.

County Cllr Lina Joseph’s report was noted in her absence.

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

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

Apologies had been received from County Cllr Joseph and from Mr and Mrs Dickinson.

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

None.

**1.3 To receive written requests for dispensations for interests and to grant any requests for dispensation as appropriate (if any)**

None.

**2. To approve the minutes of the last meeting**

RESOLVED that the minutes of the meeting on 14 September be approved and signed by the Chairman, after an amendment to note that apologies had been received from Cllrs Urquhart and Hollick. (Prop JF, 2nd LT, carried with 2 abstentions)

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

None.

On a proposition by the Chairman, it was agreed to vary the order of business to take items 6.1.1, 6.1.2 and 6.1 next.

**6.1.1 To consider works required to tree outside 1-4 and 5-9 Bakers Close**

RESOLVED to refer the trees to SCDC, which are on its land.

RESOLVED that the resident could inform the resident at number 5 that she could apply to Comberton Village College who have young volunteers who may be able to remove the leaves. (Prop HG, 2nd SM, unanimous)

**6.1 Tree Group – to consider report and recommendation on the Tree Survey**

RESOLVED to seek quotes for the Priority A trees and that the Tree Group should report to the next meeting with its recommendation on the Tree Survey. (Prop JM, 2nd CW, unanimous)

**6.1.2 To consider request from Highways that the trees near 12 Bakers Close are cut back clear of the highway**

RESOLVED to accept the quote from Peter Oakes for £100.00 plus VAT to raise the crown on the two trees as requested by the Highway Supervisor. (Prop HG, 2nd CW, unanimous)

**4. 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.

RESOLVED, given the number of repair works on this agenda, to extend the Recreation Ground Co-ordinator's role to 10 hours per week to include handyman tasks repairing the Council's assets throughout the village and also on the recreation ground. (Prop HG, 2nd NT, unanimous)

4.1 (Open) Ditch between Kentings and the Village College – to consider what action is needed

The Clerk advised on the background, that this was "no man's land," and that the Parish Council had undertaken works on the ditch twice in 16 years.

RESOLVED to defer this item to enable Cllr Taylor to speak to Buchans to ask check that they had completed all aspects of the last contract and for a recommendation on what could now be done.

RESOLVED to ask the resident to remove the laurels planted on the bank of the ditch. (Prop CW, 2nd SM, carried with 1 abstention)

4.2 (4.1) Herringland bench – to consider quotations

RESOLVED to accept the quotation from Buchans for £152.00 to refurbish the bench and bridges.

4.3 (4.3) Pavilion shower room ceilings – to consider quotations

Quotes were awaited. Members are to provide the Clerk with suitable contractors who could be approached for a quotation.

4.4 (4.5) The Causeway – to consider costs and the way forward

RESOLVED to continue the contract for cleaning the Causeway with Buchans for the remaining duration of the contract and then review the position.

RESOLVED that the Parish Council declines to make any contribution towards the repair of the Causeway. (Prop HG, 2nd SM, unanimous)

4.5 (6.3) Ragwort – to consider a draft statement on behalf of the Parish Council

RESOLVED to defer consideration of this matter to the next meeting to enable the statement to be drafted.

4.6 (7.1) Boundary fence on southern side of Recreation Ground complaint

RESOLVED to note that the ownership and maintenance responsibilities for the fence lies with the adjacent landowner, who has the responsibility for keeping their livestock from roaming.

4.7 (7.2) Thornbury fence – to consider what action, if any, to take

RESOLVED, noting the Clerk's report that the Land Registry or Council's records does not show whose responsibility the fence is, the Swaynes Lane residents say it is not theirs, and Leach Homes, the Developer no longer exists, that Cllr Taylor should lay the fence flat.

4.8 Permissive Path – to consider the MOD response

RESOLVED that Cllr Westgarth should draft a letter and take photographs for the Clerk to send to the Ministry of Defence, as the Parish Council was not satisfied with the Ministry of Defence's response.

4.9 Replacement bollards in Hillfield Road

RESOLVED, given that the work had not been carried out by Foxcote Fencing despite them having been contracted in April 2017 to do the works, that Cllr Taylor should follow this up with them.

- 4.10 Damage to fencing around car park at the Recreation Ground – to consider quotes  
RESOLVED that Cllr Taylor should follow this up.

- 4.11 Outstanding request to SCDC for 2 bins in Hines Lane – to consider what if any action is required  
RESOLVED as the matter had been outstanding since March 2017 that Cllr Scott should follow this up with Heidi Duffett of SCDC.

- 4.12 (4.2 and 6.5) Watts Wood railway carriage  
RESOLVED that Cllr Hollick should convey the Parish Council's view that the Allotments and Gardens Association should advertise this on Ebay, and that Cllr Taylor should remove the plaque.  
The Police will be attending the next meeting.

## 5. Finance, procedure & risk assessment

On a proposition by the Chairman, the order of business was varied to take item 5.3 next.

- 5.1 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 HG, 2nd NT, unanimous)</sup> that the payments as listed in the financial report should be paid, plus Buchans (Grass cutting) £1597.47, Alarm Maintenance (Fire alarm) £123.60, noting that the payment to PKF Littlejohn LLP (Audit fee) should be £360.00, not £300.00 as shown in the finance report.

Peter Oakes (Tree works Long Road)	£300.00
Command Pest Control (Pest control)	£42.00
Salary	£131.15
LGS Services (Admin support)	£1578.15
SCDC (Trade waste) (DD)	£20.20
BT (Pavilion phone) (DD)	£22.20

Credits, including a VAT reclaim, pitch hire fees, water bill contribution and receipt of the precept, were noted.

RESOLVED that the key holders for the Pavilion and contact for Southern Monitoring should be Cllrs Taylor and Feldman.

- 5.2 Clerk's report on any use of delegated powers

The Clerk reported on the use of her delegated powers to

- accept a quotation from RPM for the Skyline to be repaired at a cost of £320.00 plus VAT.
- Contract Alarm Maintenance to investigate and fix the fire alarm again at a cost of £123.60 including VAT after the Cricket Club fridge caused the Pavilion electrics to blow.
- RESOLVED to let the Club know that this appliance had cost the Parish Council money and must be removed.
- Contract Buchans to cut the hedges on the path by Meridian School at a cost of £125.00 plus VAT and to cut back vegetation by the Recreation Ground entrance at £255.00 plus VAT.

## 6. To receive reports and recommendations from committees, working groups and members

- 6.1 Tree Group – to consider report and recommendation on the Tree Survey  
Taken earlier.
- 6.1.1 To consider works required to tree outside 1-4 and 5-9 Bakers Close  
Taken earlier.
- 6.1.2 To consider request from Highways that the trees near 12 Bakers Close are cut back clear of the highway  
Taken earlier.
- 6.2 Proposal on Neighbourhood Planning  
RESOLVED that Comberton's Village Design Statement be considered at the next meeting.
- 6.3 Transport Working Group – LHI bid for speed reduction scheme and proposal that the Council increases its budget to cover the contribution towards the bid  
RESOLVED to note that the next phase of the Greenways consultation will focus on Comberton.  
RESOLVED there should be no LHI submission this year but that the Parish Council should consider at the January budget meeting whether funds can be found for a submission next year. A project form should be completed by the TWG for consideration by the Parish Council at its January meeting.  
RESOLVED to thank Dr Anna Barford for all her hard work and efforts preparing a bid.  
RESOLVED to set up a Finance and Budget Working Group, with the membership of Cllrs Griffiths (Convenor), Feldman, Taylor, and Urquhart.  
The Terms of Reference are to be as follows:  
The working group will meet quarterly to:
  - review the agreed budget against receipts and payments / income and expenditure reporting any significant variance to the Council for discussion.
  - monitor the Council's risk and financial regulations policies and consider items referred to it by the RFO or Council.
  - keep under review the Council's scale of fees and charges
  - undertake the role of the Financial Overseer as identified in the Financial and Risk Assessment policy.
  - prepare a recommendation to the January Parish Council meeting on the budget. The working group is asked to take the baseline budget which will be prepared by the Clerk and consider this against the agreed principles and add any special projects suggested by other working groups or members to it before making its recommendation to the Council.
The following basic principles are to be applied to its budgets:
  - The Council will continue to look for other sources of funding apart from the Precept to fund its budget
  - The Council, with involvement of other village organisations and groups wherever possible, shall engage in projects to enhance the village and its facilities
  - The Council should endeavour to make the pavilion run at as near to, if not at, nil cost
- 6.4 Damage to hedge at Recreation Ground near storage bunker  
RESOLVED that the Budget Working Group should take into consideration the costs of the damage to the hedge.  
RESOLVED to report the criminal damage to the Police and report it in Comberton Contact.

RESOLVED that the Recreation Working Group should make a recommendation to the next meeting as to whether the hedge should be reinstated. (Prop NT, 2nd JF, carried with 10 in favour and 1 against)

RESOLVED, having noted that the football goals had been left on the recreation ground extension that the Recreation Working Group should look at where the Crusaders store their goals and bring a recommendation to the next meeting.

6.5 Damage to soffits on the storage bunker at the Recreation Ground

RESOLVED that Cllr Taylor should take a look and repair if he is able the back side of the bunker where the soffit is hanging loose, along with the gutter, allowing birds into the bunker. (Prop SM, 2nd NT, unanimous)

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

7.1 Resident – request that the wooden litter bins in the village be repaired

RESOLVED, noting that three had already been contracted, that the rest should be picked up at the Assets Review, and that Cllr Taylor should chase Foxcote Fencing to do the contracted works without further delay.

7.2 SCDC consultation on Neighbourhood Planning Guidance

Taken earlier under item 6.2.

7.3 PKF Littlejohn LLP – external audit conclusion

RESOLVED to note that nothing had come to the attention of the auditors giving them reason to believe that regulatory and other matters have not been met. One digit on the annual return relating to 2017's figures had to be corrected as it was a typo.

8. **Closure of meeting**

The hole in the bunker, and the Christmas lights, are to be agenda items for the next meeting.

There was no further business and the meeting was declared closed at 10.00 pm.

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