


COMBERTON PARISH COUNCIL

I hereby give notice that, as previously arranged, the Meeting of the Parish Council will be held on
Wednesday 8 November 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
01/11/17

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 (Open) Anti-social behaviour in Watts Wood – to discuss the problems with the Police
 - 4.2 (4.1) Ditch between Kentings and the Village College – to receive a report from Cllr Taylor and consider what action is needed
 - 4.3 (4.5) Ragwort – to consider a draft statement on behalf of the Parish Council ^(LT)
 - 4.4 (6.1) Tree Survey – to consider quotations for Priority A Trees and a recommendation from the Tree Group
 - 4.5 (6.2) Neighbourhood Planning – to consider Comberton's Village Design Statement
 - 4.6 Bennell Farm S106 update and request for information ^(CU&TS)
- 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 and action taken due to risk
 - 5.3 To consider the General Data Protection Regulations 2017 and its requirements
- 6. Planning**
 - 6.1 S/2995/17/OL – Land next/East 198 Barton Road – Application for outline planning permission with all matters reserved apart from access for six dwellings self-build plots
- 7. To receive reports and items from committees, working groups and members for information only unless specified**
 - 7.1 Recreation Working Group (RWG)
 - 7.1.1 Proposal for Recreation Ground container ^(CU)
 - 7.1.2 (6.4) Recreation Ground hedge removal – to consider a recommendation from the RWG
 - 7.1.3 (6.4) Storage of goal posts – to consider a recommendation from the RWG
 - 7.2 Hole in the storage bunker – to consider what, if any action is required ^(HG)
 - 7.3 Proposal for Christmas lights ^(CW)
 - 7.4 Recreation Ground Co-ordinator and Handyman appointment ^(CU,HG,NT)
- 8. To consider matters arising out of correspondence/communications received**
 - 8.1 Comberton United Football Club – request for defibrillator
 - 8.2 Comberton United Football Club – request for a dog ban on the Recreation Ground
 - 8.3 BT – notification of increase in prices
 - 8.4 Rural Services Network – Rural Services Questionnaire
- 9. 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 November 2017

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

PCSO Sam Kennedy is expected to attend the meeting to discuss anti-social behaviour in Watts Wood.

2. To approve the minutes of the meeting on 11 October 2017 - attached
3. Co-option to fill casual vacancy – to consider any applications received - none
4. Matters arising
 - 4.1 (Open) Anti-social behaviour in Watts Wood – to consider what action is needed
 - 4.2 (4.1) Ditch between Kentings and the Village College – to consider what action is needed
Cllr Taylor to report on the discussions with Buchans.
 - 4.3 (4.5) Ragwort – to consider a draft statement on behalf of the Parish Council
Cllr Tatnell to report. Draft ragwort statement below:
“Ragwort control statement:
Comberton Parish Council, October 2017

Common ragwort (*Scenecio jacobaea*) is a native species to the UK. It is a biennial plant, forming a non-flowering rosette in year one and a flowering shoot in year two. It spreads by seed (dispersed by the wind) and can colonate and establish in bare ground or thin vegetation very easily. It is a pioneer species that will predominate bare/open ground, but later get out-competed as the surrounding vegetation grows up around it. It can support a range of different pollinating insects and so has a biodiversity value within a habitat. However, ragwort contains toxins (pyrrolizidine alkaloids) that can cause liver poisoning particularly in livestock and horses when eaten. It is not palatable or favourable to them when green but they will eat it when they are dying/dead plants, so they must be completely removed if they are in grazing paddocks. Due to this risk there is a government (Defra) ragwort code of practice which provides guidance on how to prevent its spread.

Defra website facts, guidance and links

<https://www.gov.uk/guidance/prevent-the-spread-of-harmful-invasive-and-non-native-plants>

Comberton Parish council have assessed the risk of ragwort spread in the Jubilee Wood (August 2017) based on the code of practice guidance and also used this simple tool (which uses the code of practice) <http://www.bhs.org.uk/welfare-and-care/ragwort-toolkit-country-selection/toolkit-dealing-with-ragwort-wales/ragwort-toolkit>.

Following it for the Comberton Jubilee wood situation it has been concluded that the **risk of spread is low**. This is because although there is agricultural land nearby it is arable (so annually cultivated preventing seedling establishment) and there are no horses in proximity and the area is not being used for fodder production for horses. It would be too difficult to selectively remove ragwort from the surrounding vegetation (no selective herbicide exists so other important species would also be killed and hand pulling is not practical or economic on this scale) hence no control measures have been taken to date. However, the Parish Council will continue to monitor the situation and actively respond to any changes in the future.

Additional information:

NFU website guidance and links

<https://www.nfuonline.com/news/latest-news/ragwort-advice-on-control-and-disposal/>

BugLife information:

<https://www.buglife.org.uk/ragwort-weed-or-wildflower>

<http://www.ragwortfacts.com/index.html>

- 4.4 (6.1) Tree survey – to consider quotations for Priority A trees and a recommendation from the Tree Group
Quotations will be brought to the meeting.
- 4.5 (6.2) Neighbourhood Planning – to consider Comberton’s Village Design Statement
The document has already been forwarded to members and is available on request from the Clerk.
- 4.6 Bennell Farm S106 update and request for information
Cllr Urquhart has written:
“The Clubs are asking about any update on Bennell Farm and S106 monies - can this be added to the agenda for someone to give an update?”

Other for information:

Comberton Walkers have written:

“Many thanks for the follow up on this project. Sadly and despite the best efforts of the Walking for Health scheme and Comberton Surgery there has been no response to that particular health walk ie. for those with more limited mobility and we have not used the Pavilion at all during the trial period. That should give us pause for thought since we are clearly only reaching the already converted.

I would be grateful if you could convey our thanks to the committee for their generosity in providing access to the Pavilion during the trial period and our reasons for not requesting a further extension. Any feedback that the committee may have on how the Comberton Walkers scheme could be more accessible and/or appealing to villagers who may benefit from being more mobile and socially connected would be most welcome.”

- 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 contract Mr Goat to attend to the pavilion ceiling at a cost of £340.00.
- 5.3 To consider the General Data Protection Regulations Bill 2017 and its requirements
Attached.
- 6, Planning
- 6.1 S/2995/17/OL – Land next/East 198 Barton Road – Application for outline planning permission with all matters reserved apart from access for six dwellings self build plots

7. To receive reports and items from committees, working groups and members for information only unless specified
- 7.1 Recreation Working Group Report ^(CU)
- 7.1.1 Proposal for Recreation Ground container
Cllr Urquhart to report.
Project Plan attached.
- 7.1.2 (6.4) Recreation Ground hedge removal – to consider a recommendation from the RWG
- 7.1.3 (6.4) Storage of goal posts – to consider a recommendation from the RWG
- 7.2 Hole in the storage bunker
Proposed at the last meeting.
- 7.3 Proposal for Christmas lights
Proposed at the last meeting.
8. Correspondence
- 8.1 Comberton United Football Club – request for a defibrillator
Kenny Isbister, Chairman, has written:
“As a premier league club we have been offered a defibrillator for a heavily discounted price from the FA and would be placed in Rec pavilion. As the facility is being used increasingly by the crusaders and also the bowls and cricket clubs I was wondering if the PC would fund this. It could also be used by the community.
I believe the cost is 381 plus vat. I look forward to hearing from you.”
The Parish Council’s grant application form has been sent out for completion. Does the Parish Council wish to consider this based on this information or await the completed grant application form?
- 8.2 Comberton United Football Club – request for a dog ban on the Recreation Ground
Andy Marsh has written:
“I would like an agenda item about making the rec a dog free zone. (Nothing against considerate dog owners...), but when I ref an U13 game on the extension and have to ask the manager to remove fresh dog mess, is it going to take a child being blinded to change this. 90% of grounds we visit (that are recreation grounds) ban dogs.”
The Council will recall that it took this matter up with SCDC after hearing that Hunts District Council were going to apply a district wide PSPO in public areas. The Parish Council also noted at that meeting its bylaws.
SCDC has replied “Thanks for your query regarding dogs and PSPOs.

PSPOs

Regarding PSPOs generally, recently there has been some scrutiny regarding the appropriate use of PSPOs by Councils, particularly the need for us to:

- assess the level of the problem and its impact
- to gather and assess evidence
- consider the effect a PSPO would have on all residents using the public space

Realistically, it is unlikely that we will put a PSPO in place merely for dog related issues - instead we plan to use them for anti-social behaviour where there is a complex issue, and would seek to use a PSPO alongside other supportive measures too (e.g. we

are considering a PSPO in the District to address some youth-related criminal damage whilst seeking positive engagement with the youths).

Dog Fouling

We're happy to address dog fouling issues as a Council , but are not convinced that a PSPO is the best way to tackle it. The issues we have as a Council regarding using a PSPO for dog fouling are best summarised as:

- Enforcement: with an ASB-related PSPO we have agreed that we will only consider using them where the Police are able to support with targeted patrols and enforcement. As I am sure you will appreciate, given the available resources, we would not be able to secure the support of the Police for dog-fouling issues.
- Targeting the individual remains the preferred approach. We all know that most dog owners are responsible: it is often the one or two who find it difficult to stick to the rules. Even with a dog-fouling PSPO in place we would still be needing to identify those individuals as that information would be needed to prosecute a breach. Therefore we would rather target perpetrators with other powers, most probably a fixed penalty notice under The Dogs Fouling of Land Act 1996 or Community Protection Notice.

Moving forward I suggest the following:

1. If an individual is seen allowing their dog to foul the area concerned, then a report should be made to the District Council The initial report can be made via our online report it form <http://scambs.jdi-consult.net/envirocrime/> or via the contact centre on 03450 450063. We would then follow up the report with the reporter to gather further details and take a statement.
2. Continued use of clear signage, making it clear where dogs can or cannot be exercised and the expectation to clean up mess and use any bins provided.
3. Where individuals are identified through reports, or further investigation, we would aim to take action using a fixed penalty notice or Community Protection Notice.
4. If known individuals allow their dogs to roam free on the recreation ground you can report this to SCDC for further investigation on 03450 450 063.

I hope this further clarifies our position, but if you would like to discuss further please do not hesitate to speak to me.

Kind Regards

Emma Knight | Operational Manager, Environmental Health, Licensing & Fraud”

8.3 **BT – notification of increase in prices**

From 1 January 2018, we're increasing some of our prices. Here's how this will affect you – all charges shown in the table are monthly and exclude VAT.

Account number	Product	Up to December 2017	From 1 January 2018	Your discount	Discount end date
EA****7260	Business Line (Phone No: 01223264553)	£ 22.50	£ 23.40	£ 4.00	09/01/2019

8.4 **Rural Services Network – Rural Services Questionnaire**

“We are the national organisation that seeks to speak for rural areas across England. We fervently believe in community input and think that networking across all rural areas is massively important. We cannot take the current difficulties away but we can all work together to seek to help each other and to establish the rural consensus view nationwide. You can see how we are structured and what we seek to do by going on www.rsonline.org.uk

Rural areas are disparate across the country and getting consensus rural views is therefore more difficult but with email networking systems it is now achievable. At the present time we believe we communicate and work with some 50,000 people each week. We seek in 2017 to quintuple the number of contacts we have across the rural areas of England. We want to achieve a network of **250,000 rural residents** so that the clear consensus rural response system can be established to matters of the day. We will also set up a system of specific Sounding Boards and a Rural Panel to allow whoever is interested in rural issues to input three times a year in a little more detail. If we want government to listen to what rural areas have to say collectively, we need to demonstrate we can work together and set up a system that communicates with that number of rural residents.

We are writing to you asking for your help. We are also writing to the other 10,000 Parish/Town contacts in a similar way. If we can get all the information sought in our questionnaire from each rural parish we will have the information to be able to put together that network of a quarter of a million people.

Please can you help us?

Could you please discuss with your Parish/Town Councillors and complete the online survey here:-

[Survey Monkey – Growing a Rural Community](#)

Thank you for your help. This is a really important issue.

Kind Regards
David Inman
Director
Rural Services Network
www.rsonline.org.uk
01822 851370

9. Closure of meeting

Project Plan:

Date: 30th October 2017

Project Name	Rec Container
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Project Lead	Recreation Working Group
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Project Introduction & Background:

Brian McGee from Comberton Crusaders has made enquiries since October 2016 about the Parish Council purchasing a container for the Rec Area.

The aim is to store several sets of goals, the largest being 24 feet x 11 feet (they do break down into sides and crossbars, but the crossbars are fixed and therefore the length that needs to be accommodated is 24 feet).

The container could be used by both Comberton Crusaders and Comberton Football Club.

Project Objectives:

To decide if the PC is willing to purchase or rent a container

Additional Information including costings:

Estimated cost of £3000 to purchase a 30 foot container

There could be logistical issues physically getting a 30 foot one onto the rec.

Cost of planning - not sure if planning is required. Tim Scott has agreed to look into this and its costings

Location:

- beyond/behind the current pavilion
- on the extension
- Crusaders have replied with where they think it could be located from their point of view – see embedded photo

Comberton Crusaders have agreed to apply to South Cambs for Community Chest monies – this could be up to £1,000.

Both clubs were asked if they would be willing to make a contribution:

CUFC: they has replied to say that they will await the costings and how much Crusaders pay plus whether the PC pay for a defibrillator

Crusaders: awaiting a committee response

RWG – current budget is £5,000

There is also the possibility of S106 funding



Project Deliverables:

- A New 30 foot container on the Rec for sports clubs to utilise

Project Timescales:

Key Milestones achieved	Projected milestones	RAG Rating:		
TBC		Late finish	Risk - late finish	On time

Cost Breakdown					
Total Budget (£) RWG	Spend to date (£)	Projected Spend (£)	RAG Rating:		
5,000					

Risks or decision for escalation

COMBERTON PC FINANCIAL REPORT

Nov-17

Summary of Month

Balance brought forward £
223,602.73

Adjusts/transfs/inc during period

CHQ 1856	ADJUSTMENT	-60.00
		38.35

Additional payments approved at last/previous meeting

BUCHANS	GRASSCUTTING	-1597.47
ALARM MAINTENANCE	REDCARE REPAIR	-123.60
EON	PAVILION ELECTRICITY	-114.07 DD
NEST	PENSION	-168.70 DD
NEST	PENSION	-168.70 DD

Misc Credits

N TAYLOR & T SCOTT	TREE DONATION	10.00
COMBERTON CRUSADERS	PITCH HIRE	67.20

Total Adjustments -2,116.99

Balance revised after adjustments **221,485.74**

Bank Reconciliation

Account	Funds	Statement	Outstanding
National Savings D&M Fund	84,593.18	84,593.18	
Santander	136,892.56	139,004.16	-2,111.60
Total	221,485.74	223,597.34	-2,111.60

Expenditure for approval

		£
PETER OAKES	TREE WORKS - BAKERS CLOSE	100.00
CAPALC	TRAINING - CATCH UP DAY	25.00
RPM	PLAY EQUIP REPAIRS	240.00
	SALARY	131.15
NEST	PENSION	168.70
LGS SERVICES	ADMIN SUPPORT	1718.54

Total Expenditure

Balance C/F 2,383.39
219,102.35

Gail Stoehr
Responsible Financial Officer

Notes:

Late invoices will be brought to the meeting