

# COMBERTON PARISH COUNCIL

I hereby give notice that, as previously arranged, the Meeting of the Parish Council will be held on  
**Wednesday 10 January 2018 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  
03/01/18

## 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. 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 (3.1) Greater Cambridge Partnership – Cambourne to Cambridge Phase One consultation
  - 3.2 (3.2) To consider the Great West Walk proposal
  - 3.3 (3.3) To consider provision of a litter bin at Watts Wood
  - 3.4 (3.4) Bennell Farm S106 update and to consider the next steps
  - 3.5 (5.1) To consider report and recommendation regarding tree in Harbour Avenue <sup>(LT)</sup>
  - 3.6 (5.3) To consider quotations for the tiles on the Pavilion roof and the bus shelter if received
  - 3.7 To consider quotation for tree works priority B and C, to be completed before the end of March 2018
  - 3.8 Comberton Baptist Church – request for funding for youth workers
  - 3.9 To consider any applications to fill the casual vacancy
  - 3.10 To consider the quotes for the Priority B and C tree works
  - 3.11 Proposal that the Parish Council purchases a flood warning kit <sup>(AH)</sup>
- 4. Finance, procedure & risk assessment**
  - 4.1 To receive the finance report and to approve the payment of bills
  - 4.2 Clerk report on any use of delegated powers and action taken due to risk
  - 4.3 Recreation Ground Co-ordinator and Handyman's items
  - 4.3.1 Report on any use of delegated powers and action taken due to risk
  - 4.4 To review the budget FY2018 and consider arrangements for any outstanding projects
  - 4.5 To consider and approve the budget for FY2019
  - 4.6 To set and demand the precept for FY2019
  - 4.7 Old Village Hall Lease from 2019 – to consider the appointment of a Solicitor
- 5. To receive reports and items from committees, working groups and members for information only unless specified**
- 6. To consider matters arising out of correspondence/communications received**
  - 6.1 Resident – Doctors' surgery parking in Green End
  - 6.2 Resident – complaint about trees between Bakers Close and The Valley
  - 6.3 CCC - Request that the Parish Council considers maintaining two new bus shelters near Bennell Farm
  - 6.4 SCDC - Consultation on main modifications to the South Cambridgeshire Local Plan and Cambridge Local Plan
  - 6.5 SCDC - Cleaner Communities Pilot scheme
- 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

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## Clerk report to Comberton Parish Council meeting on 10 January 2018

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

2. To approve the minutes of the meeting on 13 December 2017 - attached
3. Matters arising
- 3.1 (3.1) Greater Cambridge Partnership – Cambourne to Cambridge Phase One consultation  
Deferred at the last meeting.
- 3.2 (3.2) To consider the Great West Walk proposal  
Deferred at the last meeting.
- 3.3 (3.3) To consider provision of a litter bin at Watts Wood  
Proposed at the last meeting.
- 3.4 (3.4) Bennell Farm S106 update and to consider the next steps  
The Clerk to update the meeting.
- 3.5 (5.1) To consider report and recommendation regarding tree in Harbour Avenue  
The resident had asked for the tree to be thinned rather than just the tree survey recommendation which was to lift the crown – Cllr Tatnell to report and make a recommendation.

### Other

(5.2) Provision of grit bins in the village - update  
Barton Road from New Road is gritted by the quad bike into the city and beyond and it has been gritted 22 times this year already.

#### Ditch clearance between Kentings and CVC

The Resident has written to say “and in the short term that should have solved the problem. Many thanks for that – it was most of what I hoped for. In the longer term much of the cut material, particularly light wood, would be better placed at the top of the bank in case a major flood caused damming. The culvert at the top of the ditch has also not been cleared out but I guess that is not the contractor’s job.

So thanks to the Parish Council for dealing with the matter so expeditiously. I would like to think that this was the first of annual checks.”

- 3.6 (5.3) To consider quotations for the tiles on the Pavilion roof and the bus shelter if received  
Quotations being obtained by Mr Mister will be brought to the meeting if received.
- 3.7 To consider quotation for tree works priority B and C, to be completed before the end of March 2018  
A quotation has been received and will be brought to the meeting.
- 3.8 Comberton Baptist Church – request for funding for youth workers  
Rev Keith Tarring writes:  
“I have attached two documents regarding a funding request for EDGE Community Youth Club. It is a request for £3500 to fund the three sessional youth workers who run EDGE each week and will run for a year from April 2018. If this request could please be considered when you are having your conversations about next year’s budget that would be much appreciated.

The first document is an outline of what has been achieved so far this year with the help of the Parish Council as well as hopes for the future. The second details the different expenses for 2018-2019 and who we are hoping will meet those costs. As you will see from the figures CBC is already planning on covering £2000 for the running of the club and so I still believe that this is a very cost effective way of the Parish Council providing youthwork within the village.

If there is anything else you require please don't hesitate to let me know."

Nick Slater, Youth Worker, adds:

"Please find attached the report for the previous half-term of EDGE Community Youth Club.

Hopefully you will be able to see the continued success of the youth club, which we hope to use as a platform from growth in the new year."

details of expenditure attached.

3.9 To consider any applications to fill the casual vacancy – If an application is received can this please be taken earlier in the meeting.

3.10 To consider the quotes for the Priority B and C tree works  
The quotes will be brought to the meeting.

3.11 Proposal that the Parish Council purchases a flood warning kit<sup>(AH)</sup>

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

The Clerk used her delegated powers to contract Universal Fencing to do the posts in Hillfields Road at a cost of £390.

4.3 Recreation Ground Co-ordinator and Handyman's items

4.3.1 Report on any use of delegated powers and action taken due to risk

"Summary of my activities, keeping in mind that we have just had Christmas/New Year!

I have inspected the Bus Stop tiles/shingles and it is a job that I will get round to doing. No quote needed!

I have had a good look at the pavilion roof and I am of the opinion that the 4 - 5 slipped/cracked tiles are not yet cause for concern. No quote needed.

I have not yet been able to obtain a quote for the fence posts at the entrance of the Village hall - The independent contractor I have in mind has not yet got back to me. I will pursue this and update you when a quote is supplied!

The extractor fan in the Pavilion shower room is in my opinion working fine. I will eventually obtain a quote from an reliable electrician to modify the control of it - it currently runs for only a maximum of 20 minutes.

No spending, but now I have the Ridgeons account this will change!

I have carried out my minimum twice weekly routine inspects and tasks - Recreation Ground Inspections, all equipment inspections, Pavilion inspections, weekly flushing of Pavilion taps/showers etc, monthly legionella tests, Watts wood inspection.

Activities -

Deep clean of the Pavilion Shower room floor and tiles.

Required safety refurbishment to 2 x wooden foot bridges at back of the Meridian School

Shopping for various materials - using my car/diesel  
Investigate and eventually fix a water leak in the Disabled persons toilet in the Pavilion  
Liaise with Steve Goat  
Cut back bushes/ivy to expose the 'Deep Water' sign and clean sign at the pond.  
Severe weather (very cold, very windy) Additional walk around inspection and monitoring of Recreation ground, Pavilion, Watts wood etc.  
Legionella check - concerned about the 'HOT' temperature so raised the immersion heater temperature setpoint slightly.  
Required admin - such as this email”

- 4.4 To review the budget FY2018 and consider arrangements for any outstanding projects  
Report and recommendation to be circulated following the F&BWG’s meeting on 3/1/18
- 4.5 To consider and approve the budget for FY2019
- 4.6 To set and demand the precept for FY2019
  
5. To receive reports and items from committees, working groups and members for information only unless specified
  
6. Correspondence
  - 6.1 Resident – Doctors’ surgery parking in Green End  
“We need to ask for the serious issue of Comberton surgery parking to be urgently reviewed. Today was an exceptional day due to a frozen car park and I know the surgery team were trying their best.

We live at 59 Green End, almost opposite.

Each normal day:-

- cars of staff and patients parked all the way across our driveway from 8 till 6
- we have to regularly do multi point turns or drive across our grass to get on our drive
- people use our drive to turn
- general traffic using our grass to pass which causes damage
- we pay for repairs
- broken house number
- emergency and large vehicles v tight

Today:-

- traffic backed up in different directions
- people actually parked on our driveway
- several patients and drivers using our driveway to completely drive through which is unbelievable
- using grass to pass creating tyre marks - mainly large vans but also some cars
- we cannot get out of the drive without going across our grass

Please can this be tabled, there is insufficient parking at the surgery and unfortunately many many residents who don’t seem to care at all.

Solutions won’t be popular ie yellow lines, etc and I would also prefer not to have that. Some funding for parking for this public service must be found.

If we end up putting protection on our lawn to stop drivers going across it and patients continue to park on the side of the road Green End will completely block at times.”

- 6.2 Resident – complaint about trees between Bakers Close and The Valley

CCC has passed on a complaint made to them regarding trees which are on Parish Council land:

“CCC has forwarded a Resident’s complaint about some trees on Parish Council Land between Bakers Close and The Valley

“Caller reports that on the green to the front of the houses at Bakers Close, Comberton, there are some trees that need to be trimmed. Caller is concerned about these very large trees being so close to her house.”

6.3 CCC request that the Parish Council considers maintaining two new bus shelters near Bennell Farm

“As part of the transport mitigation for the application for 90 dwellings at Bennell Farm application reference S/1812/17/OL Cambridgeshire County Council have requested that two bus stops are provided on the B1046 outside of the site, and on the opposite side of the road outside Comberton Village College. These bus stops should include likely to include a shelter, flag, road markings, and timetable information.

Although CCC requested that the applicant be conditioned to make a financial contribution towards the ongoing future maintenance of the two bus stop shelters by the Parish Council (£7k per stop) this contribution was not included by the planning authority, and as such **we are not able to secure the maintenance funding.**

Bus stop shelters tend to be of a durable construction and are designed to last 15 years typically. They can be supplied with plastic clear panels in the place of glass panels. This can limit the liability for replacement glass needed from vandalism. The maintenance contribution was to ensure that any cleaning, painting, or panel replacement is possible should this be required.

The County Council would like to see the installation of two bus stop shelters at this location, and we are investigating other ways by which the shelters can be provide with SCDC. However, if no other means are possible, can I ask **would the Parish Council be willing to take on the future maintenance of the two bus stop shelters?**

It might well be that should no other means be possible, or if you are not willing to take on the maintenance, then we may need to forgo the installation of the bus stop shelters at this location.

If you could let us know your thoughts on this matter we would be very grateful. This will help us to proceed with discussions with the applicant.

Kind Regards  
David Allatt  
Transport Assessment Manager

6.4 SCDC Consultation on main modifications to the South Cambridgeshire Local Plan and Cambridge Local Plan

“I’m writing to inform you that the consultation on Main Modifications to the South Cambridgeshire Local Plan and Cambridge Local Plan will start at 9am on Friday 5 January 2018, and will run until 5pm on Friday 16 February.

The Inspectors examining the two Local Plans have asked that this consultation be carried out on the Main Modifications that they consider may be necessary in order for the plans to be found 'sound'. The Inspectors' final conclusions will be given in their Reports in due course.

When the consultation starts, the consultation documents and instructions for how to submit comments will be available from the councils' websites:

- [www.cambridge.gov.uk/mainmods](http://www.cambridge.gov.uk/mainmods) and
- [www.scams.gov.uk/mainmods](http://www.scams.gov.uk/mainmods)

Yours sincerely  
Caroline Hunt  
Planning Policy Manager

#### 6.5 SCDC Cleaner Communities Pilot scheme

##### **Cleaner Communities – New Pilot Schemes**

"I'm writing to let you know about two new environmental initiatives we're working on that could benefit your area. As you know, the Council provides a street sweeping and litter clearance service across the whole of South Cambridgeshire. I'm aware many parishes supplement our work with services of their own, addressing local priority issues not always covered by us. I very much appreciate these efforts from parishes.

To assist you further, and following a number of requests from parishes and community groups, I've been working with officers from our Shared Waste Service to see what additional support we can provide to you. With that in mind, we have developed two pilot schemes which we are hoping to trial with a limited number of volunteer parishes during a six-month period, starting in the New Year.

The first pilot is aimed at supporting community-led 'Spring Clean Ups'. The second provides street sweeping kit, including a ride-in sweeper, for community volunteers to use. These pilots would be run at no cost to parishes, apart from the enthusiasm of the volunteers. If successful I would look at extending the schemes across the whole district.

I have attached a short note giving further details of both pilots. At this stage, I'm looking for expressions of interest from parishes who may like to volunteer to be part of one or both pilots. If you are interested in taking part, or require any further information, please reply to this email by 21<sup>st</sup> January 2018, attaching a completed copy of the enclosed 'Expression of Interest' form.

I look forward to hearing from you,"

Regards

Cllr Mark Howell  
Portfolio Holder for Health & Environmental Services

#### **South Cambridgeshire Street Sweeping Tools & Community Events**

South Cambridgeshire District Council is developing several community led initiatives to promote and support community litter picks, street sweeping, re-use and recycling throughout the district, which will supplement the Council's own programmes.

##### **Street Sweeping Tools - Pilot Scheme**

This pilot scheme will provide the following additional tools to communities to support the valuable work of volunteers who help keep their communities clean and clear of litter.

The pilot will run from early in the New Year until June 2018, culminating in a review.

Communities can book out either a small ride-in street sweeper for sweeping sections of road and wide tarmacked paths, such as cycle paths, or a self-propelled leaf and litter vacuum for clearing debris and rubbish in areas such as car parks, retail areas, playing fields and parks.

Tools can be booked out for up to two days by communities who have volunteered to take part in the pilot, to be used by volunteers who have undertaken the required driving licence checks, health and safety and operations training.



The Council's Shared Waste Service will deliver the tools along with a skip for waste storage to an agreed safe and secure location and return to collect both after use.

Communities will be asked to undertake simple mapping and record keeping and to provide feedback on the use of the vehicle which will inform the evaluation of the pilot scheme.



*Above: Ride-in sweeper for sweeping sections of road and wide tarmacked paths e.g. cycle paths  
Left: Self-propelled leaf & litter vacuum for clearing debris and rubbish in areas such as car parks, retail areas, playing fields and parks.*

### Community 'Spring Big Clean' Events

The council is also offering various levels of support to communities who wish to run their own Spring Clean Up event in the New Year, including:

#### **Community Litter Picks**

Organised and managed by Parish Councils with the Council providing litter pickers, gloves, bags and collection and disposal of the collected litter.

#### **Supported Community Litter Picks**

as above with the addition of:

- Provision of some operational staff to work with the community volunteers to encourage separation of recyclables by providing clear sacks
- A stall to give out food caddies and reuse / recycling advice.

#### **Supported Community Litter Picks with Environmental Action Day**



As above with the addition of

- Additional communication support in advance of the day.
- A ‘take it or leave it’ stall to swap preloved items
- Skips for reuse or recycling various bulky materials like electrical items, metal and wood.
- Additional deployment of the sweeper to cleanse hot spots within the community.

Expression of interest form below:

**South Cambridgeshire District Council  
Cleaner Communities Pilot Schemes  
Expression of Interest**

**Parish Council:**

**Community Scheme Lead (rep on Parish Council)**

**Name:**

**Role:**

**Email:**

**Telephone:**

We would be interested in taking part in the following Pilot Scheme elements:

Pilot Scheme 1 – Community ‘Spring Clean-Up’:

*(please tick against each element parish is interested in taking part in)*

- Promotional support for pre-planned parish event
- Community Litter Pick(s)
- Environmental Action Day(s)

Pilot Scheme 2 – Street Sweeping:

*(please tick against each element parish is interested in taking part in)*

- Ride-In sweeper
- Leaf & litter vacuum sweeper

Current supplementary activities carried out by parish council/community groups e.g. weekly additional litter picks etc. Please give details (who, what, when)

.....  
 .....  
 .....  
 .....  
 .....

7. Closure of meeting

# EDGE

## COMMUNITY YOUTH CLUB

4pm to 6pm. Thursday.  
At Comberton Baptist Church, Green End.  
Pool, Table-tennis, Games Consoles,  
Craft And More...

### **EDGE Community Youth Club November to December 2017**

It has been yet again another brilliant half-term of EDGE Community Youth Club where we have seen the young people really become comfortable and confident in the space we are providing. We've even been fortunate enough to see the young people start to disengage with the games consoles we have available and instead invest time into their interpersonal relationships with out a digital aid. This has meant that the young people attending EDGE have been entering more personal and developmental conversations. These conversations sometimes include difficult situations at home, issues at school, as well as celebrating with the successes they are achieving.

The crafts have taken less of a focus as many of the young people have become more confident, but crafts have included themes like thanksgiving and Christmas and we also had a celebration chocolate fountain (we had banana, strawberries and grapes to dip into the fountain). In the new year we will continue to provide craft as a good opportunity to start conversation with the less confident young people, which Comberton Baptist Church has agreed to provide finances to aid this.

In the new year, we are also hoping to encourage the young people to organise, plan and apply for grant money to run a trip away. This will be a great opportunity to give them experience in planning and running an event and will hopefully highlight some key young people that we could invest in as junior leaders at EDGE.

#### Attendance

Attendance over the past half-term has been at a really good level. By establishing a consistent level around the 12 young people mark we can plan additional activities appropriately (games, craft, etc.) and also work with the young people to come up with ideas for grow EDGE and attract more numbers.

2<sup>nd</sup> November – 13  
9<sup>th</sup> November – 12  
16<sup>th</sup> November – 12  
23<sup>rd</sup> November – 11  
30<sup>th</sup> November – 13  
7<sup>th</sup> December – 12  
14<sup>th</sup> December – 13

# EDGE

## COMMUNITY YOUTH CLUB

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### 2018-19 EXPENSES

BUILDINGS	AMOUNT	WHO
Premise Hire (£10 per hour)	£1,200.00	CBC
Damages/Repairs/Wear and Tear	£400.00	CBC
Other	£0.00	CBC
<b>Total</b>	<b>£1,600.00</b>	

  

STAFFING	AMOUNT	WHO
Sessional Pay for 3 Youth Workers	£3,500.00	Comb PC
<b>Total</b>	<b>£3,500.00</b>	

  

EQUIPMENT	AMOUNT	WHO
Craft activities	£400.00	CBC
Tuck	£500.00	Sale of Tuck
Other	£0.00	CBC
<b>Total</b>	<b>£900.00</b>	

  

2018-19 EXPENSES	TOTALS
Buildings	£1,600.00
Staffing	£3,500.00
Equipment	£900.00
<b>Total</b>	<b>£6,000.00</b>

# EDGE

## COMMUNITY YOUTH CLUB

4pm to 6pm. Thursday.  
At Comberton Baptist Church, Green End.  
Pool, Table-tennis, Games Consoles,  
Craft And More...

### **EDGE Community Youth Club April to October 2017**

EDGE Community Youth Club has been a tremendous success since April, as hopefully you have seen through the two quarterly reports I have already sent you. With 39 individual young people having registered with the youth club and an average attendance of 12 young people over 19 weeks.

With the Parish Council support we have been able to provide 3 sessional youth workers to run the club who have made themselves available to discuss relevant issues with the young people, including smoking, recreational drugs, healthy relationships and sexual relationships, as well as deeper mental health needs, like depression.

We have managed to provide the young people with new equipment including a Nintendo Switch, Table-Tennis table and a Basketball hoop. All of this has been bought with money from grant applications, crowdfunding and local fundraising. The grant applications were heavily influenced by the Parish Council's support in providing finance to cover trained sessional youth workers. Also, the Comberton 10k organised by members of the community chose to raise money for EDGE this year, raising a £380 plus gift aid still to come.

It would be great to see EDGE Community Youth Club continue to grow throughout the next calendar year hopefully getting an average attendance up to 18 by this time next year. This will provide greater support for the young people in Comberton and show the young people how valued they are by the whole village. It would also be great to provide opportunities for the young people to give back to the village in different ways and EDGE Community Youth Club is a great starting point for projects they might be passionate about (ideas I would like to explore include cleaning up graffiti, helping the elderly with gardening and more).

To do this well, the young people need to continue to have a safe place that they can meet at to be themselves and share their voice and opinions. They need to feel comfortable enough to invite their friends and feel relaxed enough to share what they would like to do within the village. This would also function as a "base" to draw their ideas in and to work out from.

It would be great if the Parish Council would be able to support EDGE Community Youth Club by providing £3,500 for the year of April 2018 through to March 2019. This would be used to cover the cost of 3 trained sessional youth workers for two and half hours each week. These youth workers provide support for the young people and help creating a calm atmosphere.

## COMBERTON PC FINANCIAL REPORT

Jan-18

### Summary of Month

Balance brought forward

£  
216,409.00

### Adjusts/transfs/inc during period

### Additional payments approved at last/previous meeting

LGS SERVICES	ADMIN SUPPORT	-1565.31
C WESTGARTH	EXPENSES	-42.35
R MISTER	EXPENSES	-54.23
S GOAT	PAVILION PAINTING	-340.00

### Misc Credits

COMBERTON CRUSADERS	PITCH HIRE	67.20
COMBERTON UTD	PITCH HIRE	280.00

### Total Adjustments

-1,654.69

### Balance revised after adjustments

214,754.31

### Bank Reconciliation

Account	Funds	Statement	Outstanding
National Savings D&M Fund	84,593.18	84,593.18	
Santander	130,161.13	133,225.56	-3,064.43
<b>Total</b>	<b>214,754.31</b>	<b>217,818.74</b>	<b>-3,064.43</b>

### Expenditure for approval

£

COMMAND PEST CONTROL	PEST CONTROL	42.00
LGS SERVICES	PAYROLL	250.20
	SALARY	346.73
	SALARY	131.15
BUCHANS	GRASSCUTTING	2004.31
LGS SERVICES	ADMIN SUPPORT	1841.79
NEST	PENSION	168.70
GREENHAM	CLEANING SUPPLIES	13.23

### Total Expenditure

4,798.11

### Balance C/F

209,956.20

Gail Stoehr

Responsible Financial Officer

### Notes:

*Late invoices will be brought to the meeting*