

# COMBERTON PARISH COUNCIL

I hereby give notice that, as previously arranged, the Meeting of the Parish Council will be held on  
**Wednesday 14 February 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  
07/02/18

## 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 (6.1) Doctors' surgery parking in Green End – to consider a report and recommendation from the TWG <sup>(NT)</sup>
  - 3.2 (4.7) Old Village Hall Lease from 2019 – to appoint a solicitor
- 4. Planning application received**
  - 4.1 S/4552/17/RM – Bennell Farm, West Street, Toft – Application for reserved matters details of appearance, layout, landscaping and scale for 90 dwellings with associated roads, footpaths, landscaping and open space following outline planning permission S/1812/17/OL
- 5. Finance, procedure & risk assessment**
  - 5.1 To receive the finance report and to approve the payment of bills
  - 5.2 Clerk report on any use of delegated powers and action taken due to risk
  - 5.3 Recreation Ground Co-ordinator and Handyman's items
    - 5.3.1 To consider the budget for the Recreation Ground Co-ordinator/Handyman
    - 5.3.1 Report on any use of delegated powers and action taken due to risk
- 6. To receive reports and items from committees, working groups and members for information only unless specified**
  - 6.1 Recreation Ground Working Group <sup>(CU)</sup>
    - 6.1.1 Review of pitch hire fees
    - 6.1.2 Employee review (Confidential)
  - 6.2 Proposal for four additional grit bins – to agree the locations <sup>(NT)</sup>
- 7. To consider matters arising out of correspondence/communications received**
  - 7.1 Resident – South Street footpath
  - 7.2 St Mary's Church – request for support for building project
  - 7.3 SCDC – Consultation on District Councillor engagement with Parish Councils
  - 7.4 Resident – request that the Parish Council supports the Comberton Greenways Project at least in principle to improving the cycling infrastructure, if not for specific routes
- 8. Closure of meeting**

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*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 14 February 2018**

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

2. To approve the minutes of the meeting on 10 January 2018 - attached
3. Matters arising
- 3.1 (6.1) Doctors' surgery parking in Green End – report on meeting  
Cllr Taylor to report on the meeting with the Practice Manager.
- 3.2 (4.7) Old Village Hall Lease from 2019 – to consider quotations received  
Quotations received will be brought to the meeting.
4. Planning application received
- 4.1 S/4552/17/RM – Bennell Farm, West Street, Toft – Application for reserved matters details of appearance, layout, landscaping and scale for 90 dwellings with associated roads, footpaths, landscaping and open space following outline planning permission S/1812/17/OL
- 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 Universal Fencing to do the posts in Hillfields Road at a cost of £390.
- 5.3 Recreation Ground Co-ordinator and Handyman's items
- 5.3.1 To consider the budget for the Recreation Ground Co-ordinator/Handyman
6. To receive reports and items from committees, working groups and members for information only unless specified
- 6.1 Recreation Ground Working Group
- 6.1.1 Review of pitch hire fees
- 6.1.2 Employee review (Confidential)
- 6.2 Proposal for four additional grit bins – to agree the locations  
Cllr Taylor to report.
7. Correspondence
- 7.1 Resident – South Street footpath  
“The footpath alongside South Street has become much narrower than its proper width due to the growth of hedge beyond a number of property boundaries.  
This, added to the practice of vehicles being parked half onto the footpath means that pedestrians have to step into the road to pass the vehicles.

I propose to you:

  1. That the property owner be notified that their hedges are obstructing the pathway and should be cut back to the property boundary.
  2. That an official Parish Council notice be published on the Comberton Parish Council website which can be printed off and placed on the windscreens of offending vehicles instructing them that obstructing the footpath is unlawful and could lead to prosecution.
  3. That the parish clerk's email address be displayed on the home page of the Comberton Parish Council website. It took some searching to find the correct email address. It is the duty of councils to facilitate communication, rather than to obscure it.”

- 7.2 St Mary's Church – request for support for building project

“The Friends of St.Mary’s Church Comberton was granted Charity Status (1176591) earlier this month.

Within the next few weeks we hope to see the Parochial Church Council (PCC) appoint a contractor to undertake repairs and renovation to the Church and accurate figures will be available for the costs involved. We will then be able to enter these figures into major grant application forms.

These Grant Application forms also call for an indication of Community support and so I write to you as Chairman of Comberton Parish Council, on behalf of the Friends

Our purposes include.....”Activities among the general public assisting in the education and appreciation of ecclesiastical architecture, and also the raising of funds to support the repairs of the fabric and surroundings of St.Mary’s Church. “

We hope to increase awareness of the historic qualities of this Grade 1 Listed Building, encouraging more frequent use of the Building for Community events and activities.

We would be most grateful to receive from the Parish Council a formal expression of support for the activities of our Trust.”

Yours sincerely

*David R Hughes*

*Chairman Trustees Friends Of St.Mary’s Church Comberton*

7.3 SCDC – Consultation on District Councillor engagement with Parish Councils

“Please find attached a letter addressed to all the parish councils and meetings in South Cambridgeshire, asking for your views on how District Councillors can engage with parish councils, following the elections in May, which will reduce the number of District Councillors from 57 to 45.”

Letter attached.

8. Closure of meeting

COMBERTON PARISH COUNCIL BUDGET	1 APPROVED	2 Actual	3 %	APPROVED
	Budget 2018	R&P Dec-17		Budget 2019
<b>EXPENDITURE</b>				
<b>Agency Expenses</b>				
Grass cutting verges	1329.00	1386.46	104%	1329.00
P3 The Causeway	2000.00	0.00	0%	200.00
<b>Sub total Agency Services</b>	<b>3329.00</b>	<b>1386.46</b>		<b>1529.00</b>
<b>General Administration</b>				
Advertising	500.00	12.00	2%	0.00
Affiliation fees	900.00	524.13	58%	650.00
Audit	500.00	563.97	113%	565.00
Councillors' expenses (including training)		77.00		250.00
Misc. (bank charges, other)				
Post, Telephone, Photocopying, Stationery, Office Fee, electronic payroll Clerk training & Travel	2000.00	2150.46	108%	2200.00
Election costs	0.00			2000.00
Insurance	1500.00	1298.57	87%	1350.00
Admin Support	10920.00	9112.00	83%	10920.00
Salaries & NIC	3900.00	3896.87	100%	9000.00
Salaries/admin contingency				
<b>Sub-total General Administration</b>	<b>20220.00</b>	<b>17635.00</b>	<b>87%</b>	<b>26935.00</b>
<b>S137 Grants</b>				<b>300</b>
<b>Sub-total S.137</b>	<b>1000.00</b>	<b>135.00</b>	<b>14%</b>	<b>300.00</b>
<b>Village &amp; assets maintenance</b>				
Pavilion	3000.00	2684.59	89%	3000.00
Land maintenance: Recreation Ground, land extension, Janes Estate, Pond, Village Hall Site(inc	13054.10	10474.22	80%	9409.00
Village & assets maintenance materials & labour	3500.00	2898.47	83%	2300.00
Trees	5200.00	0.00	0%	3000.00
Village Hall		0.00		1500.00
<b>Village &amp; Assets Running Costs sub-total</b>	<b>24754.10</b>	<b>16057.28</b>		<b>19209.00</b>
<b>Capital Schemes/Special projects</b>				
Village Events inc Community Christmas lights events	200.00	292.35	146%	200.00
Neighbourhood Plan/Parish Plan proposals				
Recreation Ground (RWG)	5000.00			
TWG - interactive signs & road markings	2861.00		0%	4991.00
TWG				
Youth projects		2596.75		3500.00
Storage Container				2000.00
Footway lighting	300.00		0%	300.00
Projects assuming 50% of reserve allowance				
<b>Sub-total Capital Schemes/Special projects</b>	<b>8361.00</b>	<b>2889.10</b>	<b>35%</b>	<b>10991.00</b>
<b>Contingency fund 5%</b>	<b>3000.00</b>	<b>0.00</b>	<b>0%</b>	<b>3000.00</b>
<b>Reserves increase</b>				
<b>BUDGETED EXPENDITURE</b>	<b>60664.10</b>	<b>38102.84</b>	<b>63%</b>	<b>61964.00</b>

<b>INCOME</b>				
Precept	59400.00	59400.00	100%	59400.00
Interest	600.00	0.00	0%	600.00
Other Income				
Agency Services (parish paths) CCC verges	964.00	964.66	100%	964.00
Special projects & grants				
Lands, Recreation Ground and Pavilion income		902.28		1000.00
Misc income		10.00		
<b>BUDGETED INCOME</b>	<b>60964.00</b>	<b>61276.94</b>	<b>101%</b>	<b>61964.00</b>
<b>Money in reserves (B/F from last year R&amp;P)</b>	<b>balance b/f</b>	<b>payments</b>	<b>receipts</b>	<b>balance in fund</b>
P3 grant	0.00			0.00
Village Hall insurance	0.00	781.33	781.33	0.00
Leach Homes / Thornbury (S106 funds received 9/6/08)	40689.08	353.52		40335.56
Normandy Close S106 (establishment and maintenance of on-on site pos received 25/01/13)	8911.25	243.00		8668.25
Normandy Close S106 ((off site and future maintenance of POS received 25/01/13)	1500.00			1500.00
3 Long Road S106 (indoor community received 4/6/13)	712.92			712.92
Northfield Farm S106 (indoor community facilities received 3/12/13)	703.84			703.84
Play Equipment Phase 3	900.00	900.00		0.00
Comberton - Coton Cycle Path	-675.00			-675.00
36 West Street S106 (indoor community facilities recieved 22/0914)	745.24			745.24
Land adj 10 Swaynes Lane S106 (off site and future maintenance of POS received 26/5/15)	3229.55			3229.55
Land adj 10 Swaynes Lane S106 (indoor community facilities received 26/5/15)	533.73			533.73
5 Long Road S106 (off site and future maintenance of POS received 11/12/15)	2157.94			2157.94
5 Long Road S106 (indoor community facilities received 11/12/15)	780.40			780.40
TWG	4982.20			3482.20
Toft-Comberton Speed Reduction				1500.00
Youth Bus	1747.50	1747.50		0.00
Trees & Tree Survey	4580.20	2040.00		2540.20
Zebra Crossing	15000.00			15000.00
Provision for representation or technical reports	2000.00			2000.00
General fund	104284.03			126741.37
<b>Total</b>	<b>£192,782.88</b>	<b>£6,065.35</b>	<b>£781.33</b>	<b>£209,956.20</b>
	<b>TOTAL payments (inc reserves)</b>	<b>£44,168.19</b>		
	<b>TOTAL receipts (inc reserves)</b>		<b>£62,058.27</b>	

## COMBERTON PC FINANCIAL REPORT

Feb-18

### Summary of Month

Balance brought forward

£  
**209,956.20**

### Adjusts/transfs/inc during period

### Additional payments approved at last/previous meeting

ICO	DPA REGISTRATION	-35.00
CAMBS COUNTRYSIDE WATCH	AFFILIATION FEE	-52.00
COMBERTON BAPTIST CHURCH	YOUTH WORKERS	-575.00

### Misc Credits

NS&I	INTEREST	398.63
HMRC	VAT	4558.91

### Total Adjustments

4,295.54

### Balance revised after adjustments

**214,251.74**

### Bank Reconciliation

Account	Funds	Statement	Outstanding
National Savings D&M Fund	84,991.81	84,991.81	
Santander	129,259.93	133,225.56	-3,965.63
<b>Total</b>	<b>214,251.74</b>	<b>218,217.37</b>	<b>-3,965.63</b>

### Expenditure for approval

£

RIDGEONS	BUILDING SUPPLIES	676.72	
CAMBRIDGE WATER	PAVILION WATER	40.32	
PETER OAKES	TREE REMOVAL - HILLFIELD RD	200.00	
PARISH ONLINE	MAPPING	106.80	
TOWN AND COUNTRY TREE SU	TREE WORKS	2664.00	
R MISTER	EXPENSES - KEYS	12.00	
	SALARY	131.15	
	SALARY	346.73	
LCPAS	AFFILIATION FEE	75.00	
NEST	PENSION	168.70	DD
EON	PAVILION ELECTRICITY	191.00	DD

### Total Expenditure

4,612.42

### Balance C/F

**209,639.32**

Gail Stoehr

Responsible Financial Officer

### Notes:

*Late invoices will be brought to the meeting*