

COMBERTON PARISH COUNCIL
The minutes of the Parish Council meeting held on
Wednesday 14 March 2018 in the Village Hall at 7.30pm

Members present:	Mr H Griffiths (Chairman) ^(HG)	Mr T Scott ^(TS)
Councillors:	Dr P Black ^(PB)	Mrs L Tatnell ^(LT)
	Mr A Hollick ^(AH)	Mr N Taylor ^(NT)
	Dr J McCabe ^(JMcC)	Mr M Tebbit ^(MT)
	Miss J Martin ^(JRM)	Miss C Westgarth ^(CW)

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

1. Apologies for absence and declarations of interest

1.1 To receive written apologies for absence and reasons

Apologies were received from Cllrs Moffat (expected lateness) and Feldman (out of parish), Urquart and from County Cllr Lina Joseph. Cllr Moffat had subsequently sent apologies for absence

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

Cllr Scott declared an interest in item 3.2 as a resident of Green End.

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

None.

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

Cllr Black arrived during this item at 7.34 pm.

A resident spoke to his correspondence on the Green End parking and on the Mobile Breast Screening unit.

Another resident spoke to his correspondence and urged the Parish Council to enter the village for a Community Pride Award or Village of the Year award.

Cllr Scott as District Councillor reported on the recent clearance of flytipping by SCDC, followed by further incidents; dog fouling; and a suggestion by a resident of Normandy Close that sections of fence be removed as dog walkers walk around the adjacent field.

A resident spoke to her correspondence under 6.2 and her offer to cut back overgrown vegetation.

2. To approve the minutes of the last meeting

RESOLVED that the minutes of the meeting on 14 February 2018 be approved and signed by the Chairman. ^(Prop NT, 2nd LT, unanimous)

3. 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.

3.1 Co-option to fill casual vacancy – to consider applications received if any

On a proposition by the Chairman, the meeting was briefly suspended to enable Jennifer Martin to speak to her application.

RESOLVED that Jennifer Martin be co-opted as a member of the Parish Council. ^(Prop JM, 2nd NT, unanimous)

Cllr Martin signed her declaration of acceptance of office and was handed a members interests' form to complete within 28 days.

On a proposition by the Chairman, it was agreed to vary the order of business to take item 3 next followed by 6.1.

3.2 (3.1) Doctors' surgery parking in Green End – to consider residents' suggestions

RESOLVED that the matter be passed to the Transport Working Group to look at the ideas and if the group wishes to speak to the Surgery they may do so. Cllr Scott is meeting the Surgery tomorrow to see whether further spaces can be provided.

3.3 (3.2) Old Village Hall Lease from 2019 – to consider quotations if received and appoint a solicitor

RESOLVED, following consideration of two quotations, to accept the fixed price quotation of £1500 from Taylor Vinters to take the matter forward.

RESOLVED that the Village Institute Trustees should cover reasonable costs of the new lease. (Prop NT, 2nd CW, unanimous)

3.4 (Open) Mobile Breast Screening Unit – to consider what action the Parish Council should take, if any

RESOLVED, having considered the response from the the Cambridge Breast Unit and noted that CVC had not responded to either letter by the Council that Cllr Martin should speak directly with Mr Sycamore of Comberton Village College and report to the next meeting.

At 7.58 pm, on a proposition by the Chairman, the meeting was briefly adjourned to enable a resident to comment.

3.5 (5.3 of 8.11.17) General Data Protection Regulations Bill 2017 – to consider a draft policy and model templates, and if support or services are required from CAPALC and/or LCPAS and appointment of DPO

RESOLVED to adopt all the policies, statements and templates as provided by LCPAS. (Prop HG, 2nd CW, unanimous)

RESOLVED to defer the appointment of a Data Protection Officer to the next meeting.

6.1 Resident – suggestion that the Parish Council enters the village for the Community Pride Awards or Village of the Year, etc

On a proposition by the Chairman, the meeting was briefly suspended at 8.11 pm and Dr Wright was invited to speak. RESOLVED to ask Dr Wright whether he would be willing to put together more information on options for further consideration at a future meeting. Dr Wright indicated a willingness and explained the Open Garden Scheme occurring this year.

4. Finance, procedure & risk assessment

4.1 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 having considered the advice of the Clerk that no member could make decisions on the Council's behalf nor could an employee unless delegated powers had already been given by the Council, to ratify, on this occasion, the instruction by a member and the Recreation Ground Co-ordinator Buchans to levelled verges in Hillfield Road, returning to seed them at a later date (Prop CW, 2nd JM, unanimous)

RESOLVED that the payments as listed in the financial report should be paid. (Prop NT, 2nd TS, unanimous)

S Goat (Pavilion decorating)	£840.00
Town & Country Tree Surgery (Priority B tree works)	£4320.00
HMRC (PAYE)	£264.00
Salary	£346.73

Salary	£131.15
Redlocks (Shutter lock replacement)	£148.32
Buchans (Ground repair)	£54.00
Buchans (Bin removal)	£115.80
Ridgeons (Building supplies)	£74.48
LGS Services (Admin support)	£1334.73
LGS Services (Admin support)	£1229.99
NEST (Pension) (DD)	£168.70

Credits, including the balance of the Play Project funds, pitch hire fees and a VAT reclaim, were noted.

- 4.2 Clerk's report on any use of delegated powers and action taken due to risk
RESOLVED to note that the Clerk had used her delegated powers to contract Peter Oakes at £80 plus VAT to remove the tree stump in Hillfield Road on grounds of health and safety.
- 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
RESOLVED, having considered the Clerk's report that the Handyman had purchased, in good faith but without delegated powers, signs for Hillfield Road, reimburse the Handyman on this occasion.
- 5. To receive reports and recommendations from committees, working groups and members**
- 5.1 Recreation Ground Working Group
- 5.1.1 Review of pitch hire fees – proposal to delay pitch hire increase
RESOLVED to accept the recommendation from the recreation Ground Working Group that the increase in the pitch hire fee be deferred to start in September. ^(Prop LT, 2nd JMcC)
- 6. To consider matters arising out of correspondence/communications received**
- 6.1 Resident – suggestion that the Parish Council enters the village for the Community Pride Awards or Village of the Year, etc
Taken earlier.
- 6.2 Resident – offer to cut back overgrown vegetation in St Thomas Close
Cllr Martin, having previously declared an interest in this item, left the meeting at approximately 8.35 pm.
RESOLVED to embrace the kind offer of residents to cut back the overgrown vegetation subject to a written risk assessment. Cllr Martin was appointed to oversee the work.
Cllr Martin re-joined the meeting at 8.37 pm.
- 6.3 CAMSAR – request for financial support
RESOLVED, given that the organisation had on occasion attended in the village, to approve a donation of £50.00 to Cambridgeshire Search and Rescue, using S137, which in the opinion of the Parish Council is in the interests of the area and its inhabitants. ^(Prop NT, 2nd LT, unanimous)
- 6.4 Statutory Guidance on Government investments
RESOLVED to note that the Parish Council has only short term investments and that the guidance is good practice.
- 8. Closure of meeting**
There was no further business and the meeting was declared closed at 8.43 pm.

SignedChairmandate

APPROVED