

**COMBERTON PARISH COUNCIL**

**The minutes of the First and Annual Parish Council meeting held on  
Wednesday 9 May 2018 in the Village Hall at 7.30pm**

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

In attendance: 9 members of the public and Mrs Gail Stoehr (Clerk).

1. To elect a Chairman and to receive the declaration of acceptance of office  
RESOLVED to elect Cllr Griffiths as Chairman. <sup>(Prop JM, 2nd JF, carried with 1 abstention)</sup>  
The Chairman signed his declaration of acceptance of office  
The Clerk advised on Standing Order 32b.  
RESOLVED that the order of business be varied to take item 5 at this point. <sup>(Prop CW, 2nd JM, unanimous)</sup>
5. To co-opt to fill any vacancies resulting from insufficient candidates at election and to make arrangements for any remaining vacancies to be filled  
RESOLVED that Lynn Tatnell be co-opted. <sup>(Prop HG, 2nd JM, unanimous)</sup>  
RESOLVED that Nick Taylor be co-opted. <sup>(Prop HG, 2nd JM, unanimous)</sup>  
RESOLVED that Jen Martin be co-opted. <sup>(Prop HG, 2nd JM, unanimous)</sup>  
RESOLVED that Caragh Urquhart be co-opted. <sup>(Prop HG, 2nd JM, unanimous)</sup>  
RESOLVED that Simon Moffat be co-opted. <sup>(Prop HG, 2nd JM, unanimous)</sup>  
Cllrs Tatnell, Taylor, Martin, Urquhart and Moffat signed their declarations of acceptance of office before taking their seats.
2. To elect a Vice-Chairman  
RESOLVED to elect Cllr Taylor as Vice-Chairman. <sup>(Prop HG, 2nd AH, unanimous)</sup>
3. Delivery by councillors of their declarations of acceptance of office  
The declarations of acceptance of office had been signed earlier before the start of the meeting  
RESOLVED to grant a time extension of 14 days for absent members to sign their declarations.  
RESOLVED to invite residents to stand for co-option in Comberton Contact.
4. To approve the minutes of the last meeting  
RESOLVED that the minutes of the meeting of 11 April be approved and signed by the Chairman, after amendments under item 5.2, line 8 to replace “pond” with “moat,” and under item 5.4, to delete the words “the pond weed had been cleared.” <sup>(Prop HG, 2nd JM, carried with 1 abstention)</sup>
5. To co-opt to fill any vacancies resulting from insufficient candidates at election and to make arrangements for any remaining vacancies to be filled  
Taken earlier.
6. Review of delegation arrangements to committees, working groups, employees and other local authorities  
RESOLVED that the arrangements should remain as follows: <sup>(Props NT, 2nd JM, unanimous)</sup>  
Planning Committee  
Focus Group  
Tree Group  
Flood Working Group  
Transport Working Group  
Affordable Housing

Recreation Working Group  
Employee Review Working Group  
Standards Committee

Development and Local Development Working Group.

RESOLVED that delegation to employees should be in accordance with Financial Regulations and standing orders or previous decisions.

7. Review of the terms of reference for committees and working groups

RESOLVED that the terms of reference be confirmed as follows:

Planning Committee

Terms of Reference:

Comberton Parish Council Planning Committee (The Planning Committee for short) is delegated:

- To consider and determine, on the Parish Council's behalf, all matters relating to residential planning and development control in the parish (up to 2 dwellings per plot and all associated planning applications e.g. walls, extensions etc).
- To consider and make recommendation on all matters in the adjacent parishes having impact on Comberton parish and to make recommendation to the Parish Council.
- To hold public meetings to gauge residents' views as appropriate
- To respond to communications relating to planning matters.
- To consider and respond to all matters relating to previous applications (e.g. amendments, enforcements, appeals etc).
- To discuss all matters relating to planning matters with officers at the local authorities.
- To attend and represent the Parish Council at SCDC Development Control Committee meetings.
- To consider all matters relating to the conservation area and to make recommendation to the Parish Council.
- To consider and draw up a draft village design statement and to make recommendation for its adoption to the Parish Council.
- To consider all matters relating to commercial applications and other non-residential development within the village and to make recommendation to the Parish Council.
- To consider all matters relating to development of 3 plus dwellings and to make recommendation for the approval or otherwise to the parish council and where appropriate make recommendation for the terms of any S106 agreement.
- To consider any recommendation by the Tree Group and/or Tree Warden on tree applications within the conservation area and to respond to the District Council.
- To consider all matters relating to any landscape or character assessment and to make recommendation.

The Planning Committee:

- Must have due regard to the Parish Council's Standing Orders at all times. In particular that meetings must be held in a public place, properly convened and decisions clearly minuted. It must act as a corporate body.
- Must respond to any direction given by the Parish Council.
- Membership shall be up to seven members with a quorum of three.  
These members shall be:

- Should elect from amongst its members every six months a Chairman who is authorised to sign all agenda, correspondence and planning responses during their term of office.
- May set up sub groups (working parties) that may meet informally to discuss aspects of the Planning Committee's work and to prepare recommendations for the Committee's consideration. The working parties may contain persons not on the Parish Council.
- May invite individuals, groups and organisations and/or officials to attend its meetings as appropriate and public participation at the meetings is at the Committee's discretion.
- May seek free advice or information from the District or County Councils and/or other body to enable it to understand or carry out its duties more effectively or to bring recommendation to the Parish Council if there is a cost implication to the Parish Council.

### Focus Group

#### Terms of Reference:

- Brief: A group to consider and respond to new ideas and initiatives and to make recommendations to full council for its consideration.
- Administrative matters: No formal agenda, minutes or meeting room required etc as group not committee
- Financial matters: Delegated to arrange and spend the Community Events budget annually in conjunction with the Clerk.
- All members are to be invited to attend meetings and participate.

#### The Focus Group:

- Must have due regard for the Parish Council's Standing Orders.
  - May seek advice or information from the District or County Councils and/or other body to enable it to understand or carry out its duties more effectively.
  - Should liaise with other Parish Council committees as appropriate.
  - May co-opt residents and others to attend.
- Cllr Westgarth to organise the checking of the lights and the purchases for the event.

### Tree Group

#### Terms of Reference: no change

- Brief: A group to consider and monitor all matters relating to trees and hedging in the public areas of the parish and on land owned or managed by the Parish Council.

#### The Tree Group is asked to:

- Monitor all trees owned by the Parish Council as detailed in the Tree Survey report dated January 2001 and to make recommendations to full Council for its consideration.
- To consider all matters relating to trees in private ownership where they impact on the public areas and to make recommendation to the appropriate authority.
- Consider all tree applications for work within a conservation area and to make recommendation to the Planning Committee for a response.
- Consider all implications relating to trees and hedging as part of planning applications and S106 Agreements.
- To consider all matters relating to the environment and biodiversity.

- Administrative matters: No formal agenda, minutes or meeting room required etc as a working party not a committee
- Financial matters: The [*Council*] members [*on the Tree Group*] together with the Clerk are delegated to spend the budget allocated each year for tree maintenance and tree projects having due regard for the Council's standing and financial orders.

#### Transport Working Group (TWG)

Terms of reference: no change

- To continue to review the transport section of the Comberton Parish Plan and to make recommendation for implementation of projects to the Parish Council indicating clearly any anticipated costs.
- The TWG is tasked with bringing forward a project to spend the £10,000 allocated in the Financial Year.
- Administrative matters: No formal agenda, minutes or meeting room required etc as a working party not a committee

The TWG Group:

- Must have due regard for the Parish Council's Standing Orders.
- May seek advice or information from the District or County Councils and/or other body to enable it to understand or carry out its duties more effectively.
- Should liaise with other Parish Council committees as appropriate.
- May co-opt parishioners and others to join the group.

#### Flood Working Group

Terms of reference:

- To continue to review the condition of all watercourses, ditches, drains etc in the parish and to make recommendations, where appropriate, to the Parish Council. Consultations.
- Administrative matters: No formal agenda, minutes or meeting room required etc as a working party not a committee

RESOLVED to add:

- To draw up, develop and monitor a flood plan.

The Group:

- Must have due regard for the Parish Council's Standing Orders.
- May seek advice or information from the District or County Councils, Environment Agency, Anglian Water and/or other body to enable it to understand or carry out its duties more effectively.
- May co-opt parishioners and others to join the group.

#### Affordable Housing

Terms of Reference: no change

- To facilitate/encourage provision of affordable homes within Comberton (consistent with Comberton's need) and to make recommendation, where appropriate, to the Parish Council.
- Administrative matters: No formal agenda, minutes or meeting room required etc as a working party not a committee

The Group:

- Must have due regard for the Parish Council's Standing Orders.
- May seek advice or information from the District or County Councils, Water and/or other body to enable it to understand or carry out its duties more effectively.

- May liaise and discuss Comberton's affordable housing need and provision with other parishes, and potential providers of affordable homes, in order to facilitate/encourage provision of affordable homes within Comberton (consistent with Comberton's need).
- May co-opt up to two parishioners and others to join the group.
- Should liaise with other Parish Council committees and working groups as appropriate.

#### Recreation Working Group (RWG)

Terms of Reference: No change.

The RWG is to:

- To consider all management aspects of the Recreation Ground and other recreational areas including Watts Wood
- To look at the facilities on the Recreation Ground and their use
- To make recommendations on further Terms of Reference for this working group and also its membership.
- The Working Group is to apply for grants towards play equipment and trim trail scheme, with the Clerk to check and sign application forms. Full details of any proposed scheme are to be considered and agreed by the Parish Council before submission
- investigate whether it would be possible to put the Recreation Ground into a Trust, and consult with other users
- invite sports clubs and other users of the recreation ground to participate in a Recreation Ground Extension Steering Group (RESG)
- prepare a project plan to extend and improve the recreation ground pavilion
- Meet the football clubs and Cambridgeshire FA to agree the pitch layout
- Obtain quotes to carry out the proposed work on the recreation ground extension and extension and refurbishment of the pavilion.
- Submit applications for grant funding.
- Its purposes shall be to explore sources of funding to develop the recreation ground extension, to submit applications for funding which appear to it to be appropriate and any other purposes which the Parish Council shall authorise.
- Shall not accept any funding or conditions for funding without first obtaining authorisation from the Parish Council
- Administrative matters: No formal agenda, minutes or meeting room required etc as a working party not a committee

The Group:

- Must have due regard for the Parish Council's Standing Orders and financial regulations
- May seek advice or information from other authorities and/or other body to enable it to understand or carry out its duties more effectively.
- Should liaise with other Parish Council committees and working groups as appropriate.

#### Employee Review Working Group

The Terms of Reference were confirmed as follows:

##### Terms of reference

The Working Group:

- Shall meet at least annually to review employee performance against contract and any Council agreed targets and bring to the Council recommendations for salary increments or changes to contracts.

- Shall hear any grievance or handle any disciplinary matters asking the Council promptly to convene the necessary panels without divulging the issue to the Council or its members at this stage so as not to prejudice the process.

#### Standards Committee

Membership: The Chairman and Vice-Chairman will invite others to make up the committee to a membership of four as needs arise.

Terms of Reference: no change.

To meet as may be from time to time required to consider any complaints received in accordance with the Parish Council's policy.

#### Development and Local Development Plan Working Group

Terms of Reference:

To consider current and new development.

#### 8. Receipt of nominations to existing committees and working groups

Membership was confirmed as follows: <sup>(Prop HG, 2nd JF, unanimous)</sup>

Planning Committee: Cllr Taylor (Chairman), Cllrs McCabe, Westgarth, Hollick and Martin.

Consideration of further appointments to the group was deferred.

Focus Group: Cllr Hollick (Convenor), Cllrs Urquhart, Westgarth and Martin.

Tree Group: Cllr Tatnell (Convenor), Cllrs Westgarth, McCabe, Taylor and Martin, Jane Hughes (co-opted), David Hughes (co-opted) and Robert Cook (co-opted).

Transport Working Group: Cllr Taylor (Convenor), Cllrs Feldman and Moffat, and Anna Barford (Co-opted).

Flood Working Group: Cllr Hollick (Convenor), Cllrs Taylor, Feldman and Moffat.

Affordable Housing: Cllr Moffat (Convenor), Cllrs Martin, Taylor and McCabe.

Recreation Working Group: Cllr Urquhart (Convenor), Cllrs Tatnell, McCabe, Urquhart and Feldman.

Employee Review Working Group: Cllrs Taylor (Convenor), and Urquhart.

Standards Committee: The Chairman and Vice-Chairman will invite others to make up the committee to a membership of four as needs arise.

Development and Local Development Working Group: Cllr Moffat (Convenor), Cllrs Westgarth, Hollick and McCabe.

#### 9. Appointment of any new committees and working groups, confirmation of the terms of reference, the number of members (including, if appropriate, co-opted members) and receipt of nominations to them

None.

#### 10. Review and adoption of Standing Orders, Financial Regulations, risk assessment arrangements and other policies

RESOLVED that the Parish Council should adopt the new model Standing Orders to include the provisions and additional orders as in the current standing orders. <sup>(Prop JM, 2nd JMcC, unanimous)</sup>

On a proposition by the Chairman, it was agreed to vary the order of business.

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

A resident complained about the condition of Hillfield Road and requested more bollards, especially near 3-4 Hillfield Road as the recent installation of bollards had just pushed the problem further along the road, creating a dangerous situation. No parking signs were also requested.

A resident spoke to item 27.4 regarding dogs on the Recreation Ground. A request was made for additional signage as there was only the bye-laws notice. Exclusion of dogs from the play area and possibly fencing were also requested.

Andy Marsh and Matt Bartles, of Comberton United explained that the measurement previously given of 3 sq metres was an error and should read 4 sq meters. It was felt that the Clerk's office should be a more permanent solution rather than the current temporary solution.

Cllrs Ian Sollom, Philip Allen and Tony Mason were welcomed as the new District Councillors. Tribute was paid by them to Tim Scott as former District Councillor and his work as Environmental Champion. Ian Sollom will be Comberton's first point of contact. The Parish Council sought the District Councillor's support with the Bennell Farm complaint.

The order of business was varied to take items 24.2 and 24.3 at this point.

24.2 (3.5) SCDC response to complaint re Bennell Farm – to consider what further action to take if any

RESOLVED, given that no response had been received from SCDC, to delegate to the Clerk together with the Chairman and Cllr Westgarth, to appoint a solicitor to take up the renegotiation of the S106 agreement. (Prop CW, 2nd HG, unanimous)

24.3 (5.1) RWG meeting with Comberton United Football Club (CUFC) and to consider the estimate for Pavilion works

RESOLVED to accept the recommendation of the working group that the Parish Council should support the improvements requested in principle.

Quotations between £11,685 and £12,575 net of VAT had been obtained by the Football Club but the project may cost more.

RESOLVED, working in partnership with the Football Club, to use S106 indoor provision earmarked funds. (Prop CW, 2nd LT, unanimous)

The Clerk advised on VAT and that it might be payable.

RESOLVED that Rick Mister should be the Project Manager with support from the Recreation Working Group.

27.4 Resident – dogs on the Recreation Ground suggestion for additional signage and fencing around the children's play area

RESOLVED to defer this item and to delegate to the Recreation Working Group to consider and bring a report and recommendation to a future meeting whether dogs should be excluded from the sandpit; regarding signage stating that dogs should be kept on leads until they have finished their business; and regarding the fencing of the children's play area.

On a proposition by the Chairman, the meeting was briefly adjourned to allow a resident to comment on parking in Hillfield Road.

Cllr Westgarth left the meeting briefly at 8.50 pm and returned at 8.52 pm.

11. Review of arrangements, including any charters, with other local authorities and review of contributions made to and expenditure incurred by other local authorities

RESOLVED to note the arrangements for CCC verges cutting, occasional P3 work and SCDC lighting.

RESOLVED to write to CCC about the disparity between the income and payments for the verges cut on its behalf seeking additional grant towards the works.

12. Review of representation on or work with external bodies and arrangements for reporting back

Terms of Reference:

The members as appointed to represent the Parish Council on another organisation or authority are asked to research and attend meetings relating to their area of

representation and to report regularly to the Parish Council. Members are also asked to make clear recommendations for action to the Parish Council as and when appropriate. Members should have due regard for the Parish Council's Standing Orders at all times.

Village Hall representatives (2) – Cllr Hollick

Parish Paths and P3 Co-ordinator - Cllrs Westgarth and Taylor (Convenor).

- To monitor all public rights of way in the parish
- To draw up annually a proposal for improvement and maintenance for public rights of way in the village
- To apply for and spend in conjunction with the Clerk, the annual County Council's parish paths grant
- Must have due regard for the Parish Council's Standing Orders.
- May seek advice or information from the District or County Councils and/or other body to enable it to understand or carry out its duties more effectively.
- Should liaise with other Parish Council committees as appropriate.

Police liaison - Cllrs Tatnell (Convenor) and Taylor

Terms of reference:

- To attend the Police liaison meetings
- To liaise with local PCSO and police as appropriate.
- To liaise and support Neighbourhood Watch and Countryside Watch as appropriate
- To report and make recommendation to the Parish Council as appropriate.

Countryside Watch –

Terms of reference

- To monitor the activities of Countryside Watch generally
- To receive calls and other communications from Countryside Watch and pass these on as necessary
- To report and make recommendation to Parish Council as appropriate.

Comberton Village College link – Cllr Martin

Assets review – The Vice-Chairman and any members who wish to attend.

Terms of reference

To review the condition of assets and inspect land titles in the village and bring a recommendation to the Council for any works required.

Grass cutting and village maintenance liaison with the contractor – Recreation Ground Co-ordinator (Recreation Ground) and Cllr Taylor (remaining areas).

Website – Richard Elleray.

RESOLVED to respond to the Consultation on draft Public Bodies (Websites and Mobile Applications) Accessibility Regulations 2018 that parish councils should be exempt from the directive as it is a “disproportionate burden” on parish councils.

RESOLVED that Mr Elleray should be invited to comment given its implications for the village website.

13. Review of inventory of land and assets

RESOLVED to note that the following sites have all been registered and the documents are available:

- Allotments, Long Road
- Recreation Ground and land extension
- Path at Green End to recreation ground
- POS within the Jane's Estate



- Village Hall site
- Watts Wood
- POS at Thornbury
- Pond
- South Street notice board site
- Normandy Close Public Open Space

Two areas in Baker's Close are maintained by SCDC on the Parish Council's behalf.

14. Review and confirmation of arrangements for insurance cover in respect of all insured risks  
RESOLVED that no change is required to the insurance cover at present and to note the email from Came and Co regarding current levels of legal cover with respect to the GDPR.
15. Review of the Council's and/or employees' memberships of other bodies  
RESOLVED to note the Clerk's membership of SLCC and ILCM.
16. Review of the Council's complaints procedure  
RESOLVED that the policy should continue without change.
17. Review of the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998  
RESOLVED that the policy should continue without change.
18. Review of the Council's policy for dealing with the press/media  
RESOLVED that the policy should continue without change and that all be dealt with by the Chairman together with the Clerk. If a member is approached they should state that it is their own personal opinion and not necessarily that of the Council.
19. Setting the dates, times and place of ordinary meetings of the full Council  
RESOLVED that meetings should continue to take place at 7.30pm on the second Wednesday of every month except August, in the Village Hall.
20. Review of dispensations required under the Code of Conduct to enable the Council to conduct its business  
RESOLVED that the granting of dispensations continue be delegated to the Clerk.
21. Review of banking arrangements and appointment of any bank signatories  
RESOLVED that the arrangements should remain as at present, but to consider online banking and the banking arrangements at a future meeting.
22. Member training arrangements  
RESOLVED that all members should undertake training in line with the training policy. A training budget is in place.
23. Apologies for absence and declarations of interest  
Apologies were received from Cllr Scott.  
  
Cllr Moffat left the meeting at 9.10 pm.
24. **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.
- 24.1 (3.2) Appointment of Data Protection Officer  
RESOLVED, noting that an amendment was currently going through the House of Commons, to appoint CAPALC at a cost of £50pa if the amendment fails.  
  
Cllr Martin left the meeting at 9.16 pm.

- 24.2 (3.5) SCDC response to complaint re Bennell Farm – to consider what further action to take if any  
Taken earlier.
- 24.3 (5.1) RWG meeting with Comberton United Football Club (CUFC) and to consider the estimate for Pavilion works  
Taken earlier.
- 24.4 (6.3.1) To consider the quotation to fertilise the pitches  
RESOLVED to accept the quotation for £464.00 plus VAT from Buchans to fertilise the pitches. (Prop NT, 2nd CU, carried with 3 abstentions)
- 24.5 (6.3.3) To consider quotation to raise the tree line over the footpath from the Recreation Ground to Jane’s estate, cutting back all mature overhanging growth  
RESOLVED, given that the path is the County Council’s responsibility, to ask the County Council to raise the tree line.
- 24.6 (7) Flooding and sewage in the village including a proposal to write to Anglian Water to seek information on tanker visits and asking them to reinstate the verges and road  
RESOLVED having noted the response from Anglian Water to write to them and ask them to reinstate the verges where damage has occurred on both sides to the entrance to Bush Close. Cllr Taylor is willing to meet on site to show them.
- 24.7 (7) Consideration of pressure on the water and sewage system from new development  
RESOLVED as the Parish Council is aware of the situation that the system is not fit for purpose, that the Flood and Water group should take this up with the District Council and with Rebecca Roberts at the County Council.
- 24.8 (5.2) Proposal that the Council rescind its decision of April 2018 to adopt the Community Flood Plan  
The decision was rescinded. (Prop JT, 2nd NT, unanimous)
- 25. Finance, procedure & risk assessment**
- 25.1 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 that the payments as listed in the financial report should be paid, plus Buchans (Grass cutting) £857.29 and CAPALC (Affiliation fee) £455.92. (Prop CW, 2nd JMa, unanimous)
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|------------------------------|----------|
| R Mister (Expenses)          | £36.90   |
| CAPALC (Internal Audit)      | £151.93  |
| Playsafety Ltd (Training)    | £504.00  |
| LGS Services (Admin support) | £1309.37 |
| Salary                       | £132.55  |
| Salary                       | £355.33  |
| NEST (Pension) (DD)          | £168.70  |
- Credits, including pitch hire fees and receipt of the precept, were noted.
- 25.2 Clerk’s report on any use of delegated powers and action taken due to risk  
None.
- 25.3 Recreation Ground Co-ordinator and Handyman’s report on any action using delegated powers  
The report was noted.
- 25.4 To consider any urgent works required because of risk or health and safety  
None.
- 25.5 To consider the tree survey picus report on two oak trees on the Recreation Ground

RESOLVED, having considered the report, to accept the quotation from Oakes and Watson for £300.00 plus VAT to remove deadwood and to accept their recommendation regarding the decompactation.

RESOLVED to procure another picus test on the tree next year. (Prop LT, 2nd NT, unanimous)

- 25.6 To carry out a review of the effectiveness of the system of internal control that has been in place during the year under review (between 1 April 2017 and 31 March 2018)

RESOLVED, having considered Part 2 of the Accounts and Audit Regulations, that the Parish Council believes that it has effective systems of internal control in place.

RESOLVED to adopt the statement on internal controls which is in addition to and not replacing the existing full policy.

- 25.7 To consider the Internal Auditor's report

RESOLVED, having considered the Internal Auditor's report, on a proposition by the Chairman, in accordance with S1 (2) of the Public Bodies (Admissions to Meetings) Act 1960, in view of the confidential nature of the business to be transacted, that is, employee matters, the public were temporarily excluded from the meeting and were instructed to withdraw. There were no members of the public present. The Clerk left the meeting at 9.40 pm and re-joined the meeting at 9.52 pm.

- 25.8 To prepare the Annual Governance Statement (Section 1 of the Annual Return)

RESOLVED that the statements in the Annual Governance Statement be all answered "Yes" apart from Question 9 on Trust Funds which was not applicable.

- 25.9 To approve the Annual Governance Statement by resolution

RESOLVED that the Annual Governance Statement be approved and signed by the Chairman on the Council's behalf. (Prop CW, 2nd NT, unanimous)

Cllr McCabe left the meeting at 9.55 pm.

- 25.10 To consider the Accounting Statements (Section 2 of the Annual Return)

The Accounting Statements were considered.

- 25.11 To approve the Accounting Statements by resolution

RESOLVED that the Accounting Statements be approved. (Prop CW, 2nd NT, unanimous)

- 25.12 To ensure that the Accounting Statements are signed and dated by the person presiding at the meeting

RESOLVED that the Accounting Statements be signed and dated by the Chairman on the Council's behalf.

Cllr McCabe rejoined the meeting at 10.01pm.

- 26. To receive reports and recommendations from committees, working groups and members**

- 26.1 Recreation Working Group (RWG) proposal that the Council considers laying road planings on the footpath between the Recreation Ground and Janes Estate and on the ground just beyond the bridge adjacent to the corner of the school, and to consider quotation

RESOLVED, given that the path is the County Council's responsibility, to ask the County Council to undertake the works.

- 26.2 Flood Working Group proposal that funds from Leach Homes could be used to clear watercourses/ ditches on Thornbury

RESOLVED that the Flood Working Group should draw up a specification with Mr Rooke for consideration by the Parish Council at a future meeting.

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

- 27.1 Resident – parking at the doctors' surgery and in Green End

The Transport Working Group is reviewing suggestions made by residents.

27.2 Resident – complaint about removal of hedge in West Street

RESOLVED to respond that the Parish Council understands the resident’s concerns and to explain that the object was to make the bin more accessible. The Parish Council will monitor the situation over the summer and anticipates that the hedge will grow back.

27.3 Comberton Village Institute – renewal of lease for the Old Village Hall

Cllr Hollick declared an interest as the Parish Council’s representatives on the Village Hall Committee. Cllr McCabe declared an interest as her husband was a trustee.

RESOLVED to set up a working group with Cllrs Griffiths, Taylor, Westgarth, Tatnell and Hollick to seek guidance from the Solicitor on the heads of terms to bring a report and recommendation to the next meeting.

27.4 Resident – dogs on the Recreation Ground suggestion for additional signage and fencing around the children’s play area

Taken earlier.

27.5 Resident’s request that the Council replaces the wire on the fence on the southern boundary of the Recreation Ground

RESOLVED that the Parish Council is not going to repair the fence.

28. Closure of meeting

There was no further business and the meeting was declared closed at 10.25 pm.

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

