

**COMBERTON PARISH COUNCIL**  
**The minutes of the Parish Council meeting held on**  
**Wednesday 12 September 2018 in the Village Hall at 7.30pm**

Members present:	Mr H Griffiths (Chairman) <sup>(HG)</sup>	Mr T Scott <sup>(TS)</sup>
Councillors:	Ms J Feldman <sup>(JF)</sup>	Ms L Tatnell <sup>(LT)</sup>
	Mr A Hollick <sup>(AH)</sup>	Ms C Urquhart <sup>(CU)</sup>
	Ms J Martin <sup>(JM)</sup>	Miss C Westgarth <sup>(CW)</sup>
	Mr S Moffat <sup>(SM)</sup>	

In attendance: Kate Elliott and Andy Marsh (Comberton United FC), Kay Odysseos (Cambs GP Network), Jenny Goodyear (Comberton Surgery Practice Manager), 1 member of the public and Mr Ben Stoehr (Acting Clerk).

**1. Apologies for absence and declarations of interest**

- 1.1 To receive written apologies for absence and reasons  
 Apologies were received from Cllr McCabe (unwell). The resignation of Nick Taylor was noted.
- 1.2 To receive declarations of interests from councillors on items on the agenda and details of any dispensations held  
 Cllr Hollick declared an interest in item 7.4 regarding the Village Hall lease as the Parish Council's representative to the Village Hall.
- 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**

Andy Marsh spoke regarding the Pavilion project and commented that funds were in place if the cheapest quote was accepted, otherwise loans might be needed.

Kay Odysseos, who represents GP practices around Cambridgeshire, outlined the Extended GP Opening Hours scheme which will be going live at the weekend. This involves the surgery providing an evening and weekend service for routine appointments, but not including online, walk-in appointments or emergencies. Comberton is a "Hub", whereby patients may call to make appointments not only in their local surgery but also in a neighbouring surgery. The new scheme will operate on Saturdays from 8 am to 8 pm, and on Tuesdays from 6 pm to 10 pm, staffed by one GP, one nurse and a healthcare assistant. The dispensary will continue to be open on Saturday mornings. As regards parking, it was anticipated that there would be a lower number of appointments, and fewer staff on site, during the extended hours so fewer parking problems were expected.

**2. To approve the minutes of the last meeting**

RESOLVED that the minutes of the meeting on 11 July 2018 be approved and signed by the Chairman. (Prop LT, 2nd AH, carried with 5 in favour and 4 abstentions)

**3. Appointment of Acting Clerk**

Mr Stoehr left the meeting at 7.49 pm while this item was discussed and returned at 8.07 pm. RESOLVED to confirm the appointment of Ben Stoehr as Acting Clerk and RFO with a review after two months in November.

**4. Election of Vice-Chairman**

RESOLVED that Cllr Scott be elected Vice-Chairman. (Prop HG, 2nd CW, carried with 8 in favour and 1 abstention)

**5. Election of Planning Committee Chairman**

RESOLVED that Cllr Scott be elected as Planning Committee Chairman. (Prop CW, 2nd HG, carried with 8 in favour and 1 abstention)

**6. Appointment of Transport Working Group Convenor; Employee Review Working Group Convenor; Parish Paths and P3 Co-ordinator Convenor and Grass Cutting and Village Maintenance Liaison**

RESOLVED that Cllr Feldman be appointed Transport Working Group Convenor.

RESOLVED that Cllr Scott be appointed Employee Review Working Group Convenor.

RESOLVED that Cllr Westgarth be appointed P3 Working Group Convenor, assisted by Cllrs Tatnell, Black and Moffat.

RESOLVED that Cllrs Hollick and Feldman be appointed to carry out Grass Cutting and Village Maintenance liaison role.

**7. 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.

On a proposition by the Chairman, the order of business was varied.

**7.8 (6.3) Pavilion Project update – to consider the quotes for the Pavilion project**

The background was outlined. The Pavilion users had met in May to discuss the FA specification, which had subsequently changed, so revised quotations had been required. Andy Marsh and Kate Elliott on behalf of Comberton United, with support from Cllr Urquhart, were appointed to project manage the project.

RESOLVED to accept the quotation from Jason Moore for £8760.00 plus VAT. (Prop CW, 2nd CU, unanimous)

RESOLVED that the Parish Council is willing to part fund the work, subject to Club and grant funds being used first. The Council agreed a contingency budget of 3820.13 with delegated approval to the Chairman in conjunction with the Clerk.

**7.1 (4.1) Dog fouling on the recreation ground and request for signage and fencing round the children's play area – to consider a recommendation from the Recreation Working Group**

RESOLVED to obtain quotations for the fencing off of the zip wire.

RESOLVED in the light of concerns over the amount of dog mess on the recreation extension, to erect signage at the entrances and in the play area, with "Have you picked up after your dog?" signage on the rear.

RESOLVED that there should be no fencing around the play area.

RESOLVED that Cllr Westgarth should place an article in Contact about dog fouling.

**7.2 (4.2) Employee review working group – appraisals (confidential)**

RESOLVED, on a proposition by the Chairman, to defer this item to the end of the meeting.

**7.3 (4.0.1) Path and trees to rear of Meridian School – to consider response received**

RESOLVED to note that the works had been carried out and to pay the invoice for the work done. (Prop JM, 2nd CW, unanimous)

RESOLVED to note the Clerk's advice and the Financial Regulations.

**7.4 (4.6) Old Village Hall lease negotiations – update**

The report from the Valuation Office Agency was awaited. It was noted that the Village Hall accounts have been received

**7.5 (6.2) To consider arrangements for the appointment of a new Recreation Ground Co-ordinator and Handyman**

RESOLVED to delegate to Cllrs Urquhart and Scott to review the job specification and publish an advertisement in Contact and on the notice board.

RESOLVED that there should be two separate roles.

RESOLVED to ask Community Payback to carry out work in Watts Wood.

- 7.6 (4.7) Proposal that the Council considers whether it should extend its delegation to the Recreation Co-ordinator for additional works at the Recreation Ground and elsewhere in the village and if agreed what budget should be delegated and under what terms  
RESOLVED to remove this item from the agenda.

- 7.7 (4.8) Proposal that the Council considers the invoicing and payment arrangements for the Pavilion and pitch hire  
RESOLVED that LGS Services would continue to invoice the clubs until a Recreation Ground Coordinator is appointed  
RESOLVED to approve the payment plan proposed by the Crusaders.

- 7.9 (7.2) Meridian School 100 Armistice Day celebration  
Noted that the Parish Council has no plans at present.

## **8. Finance, procedure & risk assessment**

- 8.1 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 Eon (Electricity bill) £98.97 (Direct Debit), and Buchans (Grass cutting) £1682.89.  
(Prop HG, 2nd LT, unanimous)

MJH Flooring (Play equipment repair)	£200.00
Buchans (Grass cutting)	£1466.64
Cambridge Water (Water bill)	£377.15
Oakes and Watson (Tree works)	£144.00
LGS Services (Admin support)	£1251.78
LGS Services (Admin support)	£1194.49
Salary	£132.55
Salary	£132.55
Salary	£222.48
NEST (Pension) (DD)	£168.70
HMRC (PAYE)	£164.20
BT (Pavilion phone) (DD)	£23.28

Credits, including pitch hire fees and a VAT reclaim, were noted.

A cheque from the Three Horseshoes for £304.00, towards the pavilion works was delivered at the meeting.

- 8.2 Clerk's report on any use of delegated powers and action taken due to risk

RESOLVED to note that:

The Clerk used delegated powers to accept a quotation from the Valuation Office Agency for the rental valuation of the old Village Hall, at a cost of £850.00 plus VAT. Buchans had confirmed that they cut the hedge to the rear of the Village Hall on 15 June, and the payment had been released.

RESOLVED to accept the quote from RPM to repair the zip line at a cost of £95+VAT

- 8.3 Emergency powers procedure review

RESOLVED that the Council would rather items be fixed rather than temporarily made safe.

RESOLVED that where emergency powers have been used to order work from a supplier that will only accept cash on delivery, or credit terms that do not extend to the next meeting, that payments up to £500.00 can be released between meetings.

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

9.1 Proposal that the Council considers where the flood equipment to be received from the Environment Agency should be stored

RESOLVED that Cllr Scott would store the equipment.

9.2 Recreation Working Group – Recreation bridge damage – to consider recommendation and quotations if received

RESOLVED to accept the quotation from Buchans to repair the bridge at a cost of £65.00 plus VAT. (Prop HG, 2nd SM, unanimous)

9.3 Transport Working Group – to consider feedback on the Hillfield Road survey responses

Nine responses had been received. RESOLVED to defer this item to the next meeting.

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

10.1 Resident – Water levels in the pond

RESOLVED to respond that this matter had been discussed by the Tree Group, and given the hot weather and one of the driest spells on record, it was noted that the wildlife had moved to other sources of water over the period.

10.2 Comberton United – request for refund of unplayed fixture

RESOLVED to approve the refund on this occasion but to write to reiterate the Council's policy on cancellations. (Prop HG, 2nd TS, unanimous)

10.3 SCDC – Emergency Plans

RESOLVED given that the Council has a Flood Plan, that it does not wish to carry out an emergency plan at this time.

10.4 CCC – Greenways project – Widening of path between Barton and Comberton

RESOLVED that the Parish Council will feed back at the next meeting.

10.5 SCDC consultation – Gambling (2005 Act) Policy

Noted.

7.2 (4.2) Employee review working group – appraisals (confidential)

At 9.19 pm, on a proposition by the Chairman, carried unopposed, 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, employment matters, the public were temporarily excluded from the meeting and were instructed to withdraw. The Acting Clerk left the meeting and did not return.

**11. Closure of meeting**

There was no further business and the meeting was declared closed at 10:02 pm.

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