

# COMBERTON PARISH COUNCIL

I hereby give notice that, as previously arranged, the Meeting of the Parish Council will be held on  
**Wednesday 12<sup>th</sup> June 2019 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.

LG  LG Stoehr (Clerk)  
05/06/19

## AGENDA

1. **To receive apologies for absence and reasons**
2. To receive declarations of interests from councillors on items on the agenda and details of any dispensations held
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**
4. **To approve the minutes of the last meeting**
5. **Matters arising or carried forward from the last meeting or a previous meeting for discussion or decision and to note the Clerk's report**
  - 5.1 (3) To appoint committees, working groups or any other officers which the Council deems necessary
  - 5.2 (4) To appoint representatives on any other organisation or authority, which the Council deems necessary
  - 5.3 (5) To review any deeds and trust instruments in the custody of the Council
  - 5.4 (8) To consider resolutions from the Annual Parish Meeting, if any
  - 5.5 (9.1) Proposal that the Council pays a monthly allowance to the Recreation Ground Coordinator/Handyman for the use of his own equipment
  - 5.6 (13.1) The Salvation Army – request to site a clothing recycling bank in the village
6. **Finance, procedure & risk assessment**
  - 6.1 To receive the finance report and to approve the payment of bills
  - 6.2 To receive the Clerk's report on any action taken using her delegated powers
  - 6.3 To receive the Recreation Ground Co-ordinator report on any action using delegated powers
  - 6.4 To consider any urgent works required because of risk or health and safety
  - 6.5 To consider the RoSPA play inspection report
  - 6.6 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 2018 and 31 March 2019)
  - 6.7 To consider the Internal Auditor's report and appointment of Internal Auditor for FY2020
  - 6.8 To prepare the Annual Governance Statement (Section 1 of the Annual Return)
  - 6.9 To approve the Annual Governance Statement by resolution
  - 6.10 To consider the Accounting Statements (Section 2 of the Annual Return)
  - 6.11 To approve the Accounting Statements by resolution
  - 6.12 To ensure that the Accounting Statements are signed and dated by the person presiding at the meeting
  - 6.13 Standing Orders, Financial Regulations, Risk Assessment and other policies review
  - 6.14 Assets, Insurance policy and fidelity guarantee review
7. **To receive reports and items from committees, working groups and members for information only unless specified**
  - 7.1 Pond management update <sup>(LT)</sup>
    - 7.1.1 To consider a request from Pond Life for support for their grant application
    - 7.1.2 To consider quote for works to the willows at the pond
8. **To consider correspondence/communications received**
  - 8.1 Resident request for tree works outside 23 Hillfield Road
  - 8.2 Comberton Crusaders request that the Council pays for the relocation of the defibrillator at the pavilion
  - 8.3 Resident request that the grass at the junction of Long Road and Barton Road is cut more frequently
  - 8.4 Resident request that the Council cuts the vegetation on the path between Barton Road and Kentings
  - 8.5 Resident request that the Council cuts the grass in Kentings more frequently
  - 8.6 Parking outside the Commercial Centre – request for some kind of restriction
9. **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.*

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## **Clerk report to Comberton Parish Council meeting on Wednesday 12<sup>th</sup> June**

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

### **1. To receive apologies for absence and reasons – will be reported to the meeting.**

**Comments & observations from members of the public & County and District Cllr reports** – are circulated when received.

### **4. To approve the minutes of the last meeting – attached.**

Supporting information for items 5 and 6 was circulated with the last agenda. Additional info only below.

### **6.1 To receive the finance report and to approve the payment of bills – attached.**

### **6.2 To receive the Clerk's report on any action taken using her delegated powers** – the finance report details payments made by the Clerk using delegated powers since the last meeting.

### **6.3 To receive the Recreation Ground Co-ordinator report on any action using delegated powers**

The Council to consider last month's report plus

“Asbestos! As no one has mentioned this since I mentioned it I have removed it myself due to 20 plus small pieces that had appeared on edge next to and around the new fence that has been put up on the boundary where the garage/old grapevine public house garden used to be. Also removed broken glass and rusted metal little pieces.

Massive heap of tree debris, rotting leaves and grass originally about 20 x 10 feet which I have gradually reduced by getting in Pavillon bin when possible

Lots of new graffiti on skate ramps and bunker doors

Waste Grass heaps appearing around Rec boundary at many and any point

Council Bin near front entrance of meridian being used for domestic household waste constant problem worse last few weeks jumbo milk bottles meat packaging trays etc falling onto floor as so full ..I am removing or squashing down

A cider drinking litter bug is discarding empty cans I have collected 1 and a half black bin bags full

The little silver gas cartridges taken for a high often scattered about as litter fairly regularly

Defibrillator should go on Pavillon exterior council willing to cover costs I have seen one at Toft school lane”

### **7.1.1 To consider a request from Pond Life for support for their grant application**

Cllr Tatnell writes “We were approached by Froglife many months ago and the council agreed I found out more.

I met them early May and we've put together an outline plan of action (will fit in with the pond management group).

They are asking for a letter of support from Comberton PC so they can apply for their funding.”

### **7.1.2 To consider quote for works to the willows at the pond – will be brought to the meeting if received.**

## **8. To consider correspondence/communications received**

### **8.1 Resident request for tree works outside 23 Hillfield Road**

A resident has written "I write to you regarding the tree C228 outside 23 Hillfield Rd. The tree itself when I first moved in 34 years ago was quite a small tree, it is now a huge tree and the canopy is overhanging into my garden and blocking out the light to my lounge. Can I ask that the the tree be trimmed back, it would be much appreciated."

### **8.2 Comberton Crusaders request that the Council pays for the relocation of the defibrillator at the pavilion**

"Apologies for the delay in responding to the letter attached to your email, from Comberton Parish Council regarding the relocation of the defibrillator onto the outside of the pavillion. We have been looking into the various options and implications relating to the Defibrillator move.

Having completed an initial evaluation of this relocation, it is apparent that in order to make this facility available to full public use, then ownership and responsibility for the defibrillator would have to transfer from the clubs to the Parish Council.

The clubs would be happy to transfer this asset to the Parish Council, free of charge. (The device cost £453)

The Council would be required to cover the costs of relocating the device onto the outside of the pavillion and also ensuring that maintenance checks and future higher level maintenance requirements (eg. battery changes) are completed.

The cost of a typical external cabinet is around £500/£600 - I have attached below a link to show an example of what this would look like. In addition there would need to be a power supply to the cabinet installed - estimated cost for this would be circa £100-£200.

Please could you let us know if this is something that the Parish Council would like to take on.

Regards

Brian McGee Co-Chairman, Comberton Crusaders Football Club"

PS The other project we had been considering - the installation of a container on the Recreation Ground to store goals, has been put on hold for the time being.

### **8.6 Parking outside the Commercial Centre – request for some kind of restriction**

The following has been received "I am finding myself getting increasingly concerned and annoyed by the roadside parking area at the front of my office.

May I ask if the parish Council are in a position to get anything done about it please?

Cars continually park on the tarmac directly outside my office door.

Cars continually park on the path or half way over the path which causes an obstruction.

Cars and vans continually use the area to turnaround.

Green End is a narrow road with speeding traffic. There are a lot of people who pass by on foot going to the doctors or using the village hall, young and old alike, and I fear an accident is waiting to happen.

I have a lot of elderly clients visit my office and stepping in and out of my doorway often needs care.

In an ideal world can there be clear markings which define the line of the pathway?

Further can there be installed some form of low barrier – I was thinking of heavy plant pots/tubs/bollards which will prevent vehicles encroaching onto the area directly outside my office door.

I have not spoken with my neighbours at 6 Green End but I suspect my views would be supported by them.

Your thoughts would be gratefully appreciated.

## **9. Closure of meeting**

## COMBERTON PC FINANCIAL REPORT

Jun-19

### Summary of Month

Balance brought forward £  
227,897.06

#### Adjusts/transfs/inc during period

APRIL & MAY NEST ADJUSTMENT -0.18

#### Additional payments approved at last/previous meeting

SCDC TRADE WASTE -75.83

BT PAVILION PHONE -31.08

SCDC TRADE WASTE -155.30

RH LANDSCAPES GRASSCUTTING -1039.99

CANALBS INTERNAL AUDIT -183.68

CCC STREETLIGHTING -338.72

RH LANDSCAPES GRASSCUTTING -1039.99

PLAYSAFETY LTD ROSPA INSPECTION -305.40

#### Misc Credits

COMBERTON VH RENT 1.00

COMBERTON CRUSADERS PITCH HIRE 75.60

**Total Adjustments** -3,093.57

**Balance revised after adjustments** 224,803.49

### Bank Reconciliation

Account	Funds	Statement	Outstanding
National Savings D&M Fund	85,608.18	85,608.18	
Santander	139,195.31	147,354.64	-8,159.33
<b>Total</b>	<b>224,803.49</b>	<b>232,962.82</b>	<b>-8,159.33</b>

### Expenditure for approval

		£	
LGS SERVICES	ADMIN SUPPORT	1263.81	chq 2053
	SALARY	88.62	2054
	SALARY	346.73	2055
HMRC	PAYE NIC	86.60	2056
NEST	PENSIONS	227.71	DD

**Total Expenditure** 2,013.47

**Balance C/F** 222,790.02

Gail Stoehr  
Responsible Financial Officer

### Notes:

*Late invoices will be brought to the meeting*