

**COMBERTON PARISH COUNCIL**  
**Minutes of the Meeting of the Parish Council held on**  
**Wednesday 11 June 2008 in the Village Hall at 7.30pm**

Members present:	Dr C Chambers	Mr D Charge
Councillors:	Mr E Halford	Mr A Hollick
	Mrs J Horne	Mrs S Hyde
	Dr J McCabe	Mrs D Morison
	Dr H Roscoe	Mr R Rowlands
	Mr J Walsh	Miss C Westgarth

In attendance: Cllr Harangozo, 3 members of the public and Mrs G Stoehr (Clerk).

**Comments & observations from members of the public**

These included:

- Mr Banyard's concerns that the Village Hall Committee have not dealt with the hearing loop to his satisfaction. It was noted that the legal position is being checked with CALC and the RNID.
- Concerns over the verges and long grass in Swaynes Lane and South Street. It was noted that a verbal complaint has already been made and the contractor explained to the Chairman and Clerk how he will rectify the situation over the forthcoming week.
- Pleasure that the NAH application has been turned down.
- Mr Cole complained about children playing ball games in The Valley and also intimidating residents. He also complained that the Police Community Support Officer (PCSO) had not replied to him. It was The Parish Council will contact the PCSO about this complaint.
- The proposed 6<sup>th</sup> form at CVC. It was noted that this may have implications for the community swimming pool. The Parish Council is to request plans and information at this early stage.

**1. To approve apologies for absence and declarations of interest**

1.0.1 Apologies were received from: Dr Rintoul (working).

1.0.2 Declarations were received from:

- Mrs Horne declared a personal and prejudicial interest in item: 6.1 planning as her application formed part of the report.
- Mr Hollick declared a personal and prejudicial interest in item: 3.1 as he lives adjacent to Mr Halford.

**2. To approve the minutes of the meeting on 14 May 2008**

On a proposition by Mr Walsh, seconded by Dr McCabe the minutes of the meeting on 14 May 2008 were approved as a true record and signed by the Chairman after the following amendments:

- (1.3.6) TWG – deleted Mrs Hyde.
- (1.3.3) Tree Group – Delete Mrs Horne but add Mr Walsh.
- (1.6.4) Parish Paths - Mr Hollick's name should be added.

**3. Matters arising or carried forward from the meeting or a previous meeting for discussion or decision**

3.0 (3.9) Hearing Loop – It was noted that a letter has been sent to RNID and CALC seeking advice on the hearing loop problems.

3.1 (8.1) Village Hall fencing & notice board. It was noted that this will be dealt with shortly.

### 3.1 (1.3) Co-option to fill casual vacancy

Mr Hollick having declared an interest in this item left the room whilst the matter was discussed.

Mr Edward Halford's email expressing interest in the vacancy was considered. On a proposition by Mrs Morison, seconded by Miss Westgarth it was unanimously agreed to co-opt Mr Halford of Swaynes Lane onto the Parish Council. Mr Halford signed the declaration of acceptance of office and joined the meeting. He was asked to complete the register of members interests form and return it to the Clerk within 28 days.

Mr Hollick rejoined the meeting.

### 3.2 (1.3.5) Committee, Working Group & Member responsibilities & TOR

#### 3.2.1 The following was agreed:

- (1.3.1) Planning Committee – Mr Halford's name is to be added.
- (1.38) Youth Provision – This is to be cancelled and added to the Recreation brief.

#### 3.2.2 (1.3.4) Recreation Ground Group

Terms of reference

- Until matters regarding the proposed Agreement with the Sports Club and recreation ground users are resolved the day to day management of the recreation ground and all its facilities and its use rests with the Clerk.
- Membership - Mr Rowlands, Mrs Horne and Miss Westgarth
- The members should support the Clerk by making suggestions and giving guidance as and when requested.

#### 3.2.3 (1.3.5) Recreation Ground Group

On a proposition by Mrs Morison seconded by Miss Westgarth the following was unanimously agreed:

Terms of reference:

- To progress the Council's previous decision that a Recreation Ground trust/agreement should be set up
- To progress the terms of reference for the group and its remit and make recommendation to the Parish Council as appropriate.
- To progress the draft agreement with all parties mentioned therein and bring recommendations to the Parish Council at the appropriate times.
- To consider youth provision with regard to the recreation ground.
- Membership: Mr Rowlands, Mrs Horne and Mr Halford.

The Recreation Ground 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 and working groups as appropriate.
- May co-opt parishioners and others to join the group.

#### 3.2.4 (1.6.1)CALC

It was agreed that members are to attend PCALC meetings when able to do so.

#### 3.2.5 (1.6.3) Police Liaison

Mr Charge was appointed.

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.

### 3.2.6 Countryside Watch

Mrs Hyde was appointed.

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 PC as appropriate.

### 3.2.7 Financial Overseer

Dr Chambers assisted by Mr Walsh with responsibilities as detailed in the Council's Financial and Risk Assessment policy.

### 3.3 (6.2.2) Employee & Admin Support Annual Review Procedure

#### 3.3.1 Terms of reference for the Working Group set up to make a recommendation on the review/appraisal group

On a proposition by Miss Westgarth, seconded by Mrs Hyde it was agreed to set up a working group to meet to agree the terms of reference, membership and strategy for the Clerk's appraisal meeting. Membership: Mrs Horne, Mr Walsh, Mrs Morison and Dr Chambers with the Chairman and Vice-Chairman ex-officio.

The Clerk will supply the model job descriptions for the Clerk and LGS Services to inform the discussion.

## 4. County Councillor and District Councillor reports & questions

Cllr Harangozo reported that a senior officer will reply to the Chairman's complaint about how the Wootons Farm application had been handled by the District Council. On a proposition by Miss Westgarth, seconded by Mr Hollick it was agreed to formally complain at the way this application had been handled including that it had been considered before the expiry of the consultation period, that it had not been correctly advertised

It was agreed to ask that the policy is changed so that applications which are both conservation area and also protected the village amenity are considered at the full planning committee.

Cllr Harangozo's report on Tree Works applications/process was noted<sup>1</sup>.

Cllr D Baldwin was not present and no report has been received.

## 5. Finance , procedure & risk assessment

### 5.1 To receive the financial report and to approve the payment of bills<sup>2</sup>

Miss Westgarth declared a personal interest in her payment. The financial report was received and considered and checked by a member against the invoices and statements before the cheques were signed. On a proposition by Mrs Morison, seconded by Dr McCabe it was agreed that the payments as listed in the financial report should be paid plus P Rounds £403.03.

SCDC (rates)	£129.00
Playsafety Ltd (ROSPSA report)	£105.75
Buchans (grass cutting)	£58.75
A Marsh (pavilion cleaning)	£150.00
C Westgarth (reimbursement)	£4.71
St Mary's Church (s137)	£750.00
Mobile Warden Scheme (S137)	£1000.00
LG Stoehr (salary)	£144.69
LGS Services (admin support)	£759.46

It was noted that Internal Audit has been completed with no comments and the annual return has been sent to Moore Stephens.

5.2 EDF Lease - Update report and to agree the positioning of substations

As it was considered necessary to exclude the public and press temporarily under section 1(2) of the Public Bodies (admission to meetings act 1960) due to the confidential nature of this item. The item was moved to the end of the meeting to avoid inconvenience to the public attending.

6. **To receive reports and members items and consider recommendations contained therein**

6.1 Planning Committee

The planning report<sup>3</sup> was taken as read. Mrs. Horne having declared an interest in her application left the room whilst the matter was discussed. It was noted that Comberton Village College (CVC) are in the process of writing its plans for the proposed 6<sup>th</sup> form development. It was agreed that the Parish Council would like to be informed of the College's plans at the earliest possible stage and also to write and request clarification on the ownership of the pool and also the running and management of any future pool.

Mrs. Horne re-joined the meeting.

6.2 Recreation Ground Working Group – Management Committee update

6.2.1 The request from CVC<sup>4</sup> to hire the Recreation Ground on 26<sup>th</sup> June 2008 was noted and considered. On a proposition by Mr. Walsh, seconded by Dr Chambers it was agreed that the Parish Council would rent the Recreation Ground to CVC for a fee of £100 on the basis that they keep the area tidy. The Parish Council also has the right to charge CVC for any damage that may occur.

6.2.2 The request from Meridian Primary School<sup>5</sup> to borrow the gazebo was noted and considered. Miss Westgarth declared a prejudicial interest in this item as Chair of the Governors and left the meeting whilst the matter was discussed. Mrs. Morison declared a personal interest in this item. The Parish Council agreed to loan the School the gazebo free of charge as a goodwill gesture. Miss Westgarth was asked to re-join the meeting.

6.2.3 The Recreation Group report<sup>6</sup> was noted and considered. The Parish Council agreed to contract the architect at no cost, meanwhile the Working Group undertaking a feasibility study at no cost to the Parish Council. The Group is to be asked to bring the following to the next meeting:

- TOR for the proposed management committee for formal consideration/agreement
- Buy in for the Clubs.
- Funding implications.

It was noted that Dr Chambers is to be informed of the next meeting.

6.3 Affordable Housing Working Group

The Affordable Housing Working Group<sup>7</sup> report was noted. It was noted that the Northern Affordable Homes planning application had been turned down by the Planning Committee at the District Council.

6.4 Parish Plan Working Group Transport Report

The Parish Plan Working Group Transport<sup>8</sup> report was noted. On a proposition the following was agreed:

- To drop item: 3b.
- Item 1c - changed to read 'improve Long Road'.

- Item: 1c Physical Traffic Calming Measures - TWG to consider a modified proposal, negotiate this with CCC and bring a report to the September meeting when this is to be an agenda item.

On a proposition by Dr Roscoe, seconded by Mr. Charge the recommendations as listed with these amendments were approved.

It was agreed to chase Buchans as to why the work at the Causeway has not yet been done.

Dr Chambers left the meeting during this item.

#### 6.5 BT work the Valley

It was noted that North Midland Construction, working on behalf of BT have laid cabling across a section of public open space (POS) in The Valley adjacent to 32 The Valley using a mini digger and they have hacked a tree to enable their machinery to go under it. It was agreed to send a letter of complaint to BT

Mr Walsh left the meeting.

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

#### 7.1 SCDC Boundary review<sup>9</sup>

The consultation was considered. There was a consensus that SCDC should not be disadvantaged financially or otherwise by this proposal.

#### 7.2 SCDC Consent Streets Consultation<sup>10</sup>

It was noted that SCDC is consulting on its proposal to make all streets consent streets and its charging structure. There was a consensus that it was important to the village to have trading in certain pre-agreed streets and it was agreed to carry this item forward if time allows.

#### 7.3 Post office closures in Cambridgeshire – invitation to briefing session<sup>11</sup>

No-one was available to attend the briefing session at 16 July SCDC Cambourne, 6.30-8.30pm. It was noted that there is a local petition throughout Barton and Comberton.

#### 7.4 BT Proposal to realign payphone provision to meet consumer demand<sup>12</sup>

BT's proposals to remove several kiosks in neighbouring villages including Barton was considered. It was agreed to reply strongly objecting to these proposals and suggesting as there will not be a phone kiosk in a three mile radius BT should endeavour to save the kiosk under threat in Harbour Avenue.

#### 7.5 An eco-town in South Cambridgeshire? A summary for parish councils<sup>13</sup>

Noted.

#### 7.6 SCDC Changes to the Complaints Procedure under Code of Conduct<sup>14</sup>

The letter from SCDC was noted. Members who have been given a Parish Council responsibility should review their member's interest forms at the next meeting.

#### 5.2 EDF Lease - Update report and to agree the positioning of substations

At approximately 10pm on a proposition by the Chairman, carried unopposed the public were temporarily excluded under section 1(2) of the Public Bodies (admission to meetings act 1960) due to the confidential nature of this item i.e. the Council considering correspondence from its solicitor regarding a proposed lease.

At 10.14pm the Chairman declared the meeting re-opened to the public.

### 9. **Closure of meeting**

There was no further business and the meeting closed at 10.15 pm.

## NB:

- Unless indicated otherwise all actions arising from the Council's decisions in these minutes will be carried out by the Clerk as Proper Officer on the Parish Council's behalf as part of her normal duties.
- These documents below are listed as background information to the correspondence and documents that the Council considered and do not form part of the minutes.

<sup>2</sup> Email Cllr Harangozo on tree works procedure dated

<sup>2</sup> Financial Report

<sup>3</sup> Planning Report

<sup>4</sup> CVC request to hire Recreation Ground

<sup>5</sup> Meridian School request to borrow gazebo

<sup>6</sup> Recreation Group Report

<sup>7</sup> Affordable Housing Working Group Report

<sup>8</sup> Parish Plan Working Group Transport Report

<sup>9</sup> SCDC Boundary review

<sup>10</sup> SCDC Consent Streets Consultation

<sup>11</sup> Post Office closures Cambridgeshire – invitation to briefing session

<sup>12</sup> BT - Proposal to realign payphone provision

<sup>13</sup> South Cambs Eco Town – Summary for Parish Councils

<sup>14</sup> SCDC Changes to the Complaints Procedure under Code of Conduct

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