

COMBERTON PARISH COUNCIL
The minutes of the Annual Meeting of the Parish Council held on
Wednesday 13 May 2009 in the Village Hall at 7.30pm

Members present:	Miss A Bacon	Dr J McCabe (Chairman)
Councillors:	Dr C Chambers	Mrs D Morison
	Mr A Hollick	Dr R Rintoul
	Mr E Halford	Mr R Rowlands
		Mr T Serby
		Mr J Walsh

In attendance: 10 members of the public including Cllr S Harangozo (District), Cllr F Whelan (County), Mr K Jestice and Mrs S Young (Comberton Crusaders) and Mrs Gail Stoehr (Clerk)

Comments & observations from members of the public

A resident complimented the Parish Council on the Annual Parish Meeting and commented that Comberton was a good village to live in.

Questions were asked about affordable housing and also litter in the village. Mr Simon Moffatt offered to organise a village litter pick and will put an article in Contact.

1. Annual and procedural Business

1.1 To elect a Chairman

The proposal by Dr McCabe, seconded by Mr Halford, that Miss Chris Westgarth be elected Chairman was carried unanimously.

1.2 To receive the Chairman's declaration of acceptance of office or, if not then received, to decide when it shall be received

It was agreed in Miss Westgarth's absence that the declaration of office is to be received by the next meeting.

1.3 To elect a Vice-Chairman

The proposal by Dr Chambers, seconded by Mr Hollick, that Dr Janet McCabe be elected as Vice-Chair was carried unanimously.

Items 1.4-1.5.6 were approved following a proposal by Dr Chambers, seconded by Mr Serby and unanimously agreed.

It was noted that in accordance with Standing Orders the Chairman and Vice-Chairman are ex-officio on all committees and working groups and should be invited to attend all meetings and should be informed of all working group business by the convenor as if a named member of the group or committee.

On a proposition by Dr Rintoul, seconded by Mrs Morison, it was agreed that all groups must meet or have sufficient activity to generate an annual report. It was also agreed that if members could not meet in person they could communicate by email between meetings in order to further the work of their working groups.

1.4 To appoint committees or any other officers which the Council deems necessary

1.4.1 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 Miss Westgarth, Miss Bacon, Dr Chambers, Mr Halford, Mrs Morison and Dr J McCabe.
- 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.

1.4.2 Focus Group

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.
- Membership: Miss Westgarth, Mr Hollick (convenor) and Dr Rintoul. 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.

1.4.3 Tree Group

Terms of Reference:

- 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.
- Administrative matters: No formal agenda, minutes or meeting room required etc as a working party not a committee
- Financial matters: The members 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.
- Membership: Mrs Morison, Miss Westgarth, Mrs Hyde and Mr Walsh and also Mr Robert Cook (Convenor) and Mrs J Winney.

1.4.4 Recreation Ground Group

On a proposal by Dr Chambers, seconded by Mr Serby, it was unanimously agreed to merge the Terms of Reference of the two groups.

Terms of reference:

- Until matters regarding the proposed Agreement with the sports clubs 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 Group.
- To progress the Council's previous decision that a Recreation Ground agreement should be set up
- To progress the terms of reference for the Recreation Ground agreement 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 Serby, Mr Halford (Convenor), Dr Chambers.

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.

1.4.5 Transport Working Group (TWG)

Terms of reference:

- 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.
- Administrative matters: No formal agenda, minutes or meeting room required etc as a working party not a committee
- Membership: Mr Serby (convenor), Dr Rintoul, Miss Bacon and Simon Moffat (co-opted).

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.

1.4.6 Flooding Issues, Watercourses and Ditches Group

Terms of reference

- To continue to review the condition of all watercourses, ditches, drains etc in the parish 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
- Membership: Mr Walsh (Convenor), Mr Hollick and Mrs Hyde.

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.

1.4.7 Affordable Housing

Terms of Reference

- 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
- Membership: Dr McCabe (Convenor), Dr Chambers, Mr Walsh, Mrs Morison, Mrs Hyde, Mr Serby and Mr Simon Moffat (co-opted).

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 to two parishioners and others to join the group.
- Should liaise with other Parish Council committees and working groups as appropriate.

1.5 To appoint representatives on any other organisation or authority, which the Council deems necessary

Terms of Reference:

The members as appointed to represent the 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 recommendation 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.

1.5.1 Village Hall Representatives: Mr Hollick and Mrs Hyde.

1.5.2 Parish Paths and P3 Co-ordinator: Miss Westgarth (P3 co-ordinator), assisted by Mrs Hyde.

Terms of Reference:

- 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.

1.5.3 Countryside Watch – Mrs Hyde and Dr Rintoul

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.

1.5.4 Financial Overseer – Mr Walsh.

Responsibilities as detailed in the Council's Financial and Risk Assessment policy.

1.5.5 Sustainable Energy

Dr McCabe is to liaise with SCDC with the aim of forming a local group to promote sustainable energy in the village.

1.5.6 Parish Plan working group

Carried forward to the next meeting.

6.2.2 Employee & Admin Support Annual Review Procedure

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

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: Dr Chambers, Mr Walsh, Dr McCabe (convenor) and Mrs Morison.

1.6 To inspect any deeds and trust instruments in the custody of the Council

It was noted that the following sites had all been registered and copies of the titles were available:

- Allotments, Long Road
- Recreation Ground and land extension and path at Green End
- Jane's Estate
- Village Hall sites
- Watts Wood
- Land at Thornbury (Leach Homes development)

It was noted that the registration of the pond is still being progressed.

On a proposition by the Chairman, it was agreed to vary the order of business to take item 7.4 next.

7.4 TWG report¹ & recommendations inc Hillfield Road.

The TWG's report was considered.

- Speed limits in the village. On a proposition by Dr Chambers, seconded by Dr McCabe, it was agreed, with one abstention, to progress a reduction in the speed limit on Barton Road to 40 mph. It was agreed to liaise with Cllr Whelan and others as appropriate.
- Barton Road/West Street around Meridian School. On a proposition by Mr Serby, seconded by Mr Hollick, it was agreed to try to reduce the speed limits in this area to 20 mph to include the areas around the three village education establishments (Comberton Village College, The Nursery School at the Cross Roads and the Meridian School) It was agreed that the TWG may extend stretch at its discretion.
- It was agreed that parking around CVC was worsening and the PCSOs are to be asked to police the area on open evenings. Cllr Whelan is to take up with Mr Munday at CVC.
- Hillfield Road parking On a proposition by Mr Serby, seconded by Miss Bacon, it was agreed with one abstention, to seek all resident's views on this by incorporating a question into the proposed parish plan questionnaire.
- The Transport Working Group is to review CVC parking issues and report to a future meeting.

Dr Rintoul left the meeting.

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

4.1 To consider request for financial help from Comberton Crusaders.

Mr Jestice and Mrs Young were welcomed to the meeting and following further clarification on the Club's application for financial support for the purchase of Respect Zone barriers on a proposition by Dr Chambers, seconded by Mrs Morison, it was agreed with two abstentions to make a donation of £127.25 to Comberton Crusaders for the purchase of the barriers.

2. Apologies for absence and declarations of interest

2.0.1 Apologies were received from Miss Westgarth and Mrs Hyde (both out of parish). And also from Mrs J Horne (resigned). The process for a casual vacancy has been put in hand.

2.0.2 No declarations were made at this point.

3. To approve the minutes of the meeting on 8 April 2009

On a proposition by Mrs Morison, seconded by Mr Hollick, the minutes of the last meeting were approved as a true record and signed by the Chairman following one amendment in item 3.8 to read ‘Dr McCabe to act as lead in the short term and write an article for Contact and contact the existing energy group.’

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

None.

5. County Councillor and District Councillor reports & questions

Cllr Whelan’s report² was considered:

- Toft Day Care centre
- Safer Routes to School
- Comberton Caravan site
- Training on highway
- Potholes list has been drawn up by a resident and forwarded to Dennis Vacher at CCC.
- CCC money for play schemes.

Cllr Whelan was asked to progress the lack of Comberton signage on the A428 by the Hardwick junction and not just the Caravan Park signage.

Cllr Harangozo report was taken as read. In addition Cllr Harangozo reported on the Sustainable Communities Act and asked the Parish Council how it intends to use this. This is to be an agenda item for the next meeting. Cllr Harangozo will invite an officer from SCDC to attend.

6. Finance and procedure

6.1 To receive the financial report and to approve the payment of bills³

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 Mr Walsh, seconded by Dr McCabe, it was agreed that the payments as listed in the financial report should be paid plus: LG Stoehr £127.82 (backdated salary).

RT Abraham (Handy Man)	£255.50
Connections Bus Project (youth bus)	£965.90
SCDC (Rates)	£270.98
LGS Services (Admin Support)	£933.91
LG Stoehr (Salary)	£144.69
A Marsh (Cleaning)	£120.00
BT (Telephone)	£57.00

6.2 Annual Reviews

6.2.1 Standing Orders, Financial Regulations and Risk Assessment review

On a proposition by Mr Hollick, seconded by Miss Bacon, it was agreed that no changes were required at this time.

6.2.2 Employee and admin support annual reviews

Taken earlier.

6.2.3 Insurance policy and fidelity guarantee review

The insurance policy was reviewed. On a proposition by Mr Walsh, seconded by Miss Bacon, it was agreed to increase the fidelity guarantee to £150,000.

6.3 To approve the accounts, complete the annual return and the statement of assurance

On a proposition by Mr Walsh, seconded by Mrs Morison, the accounts were unanimously approved by resolution of Comberton Parish Council and the statements in section 2 of the annual return were all answered ‘Yes’ apart from the Trust Funds

which was not applicable. The Chairman is to sign sections 1 & 2 and the supporting accounts on the Parish Council's behalf.

- 6.4 Public Sector Equality Duties
Noted.

7. To receive reports and members items and consider recommendations contained therein

- 7.1 Planning Committee including

The planning minutes of 8 April⁴ and 22 April⁵ were taken as read.

- 7.2 Recreation Ground Working Group including correspondence from the Football Club and Pavilion Cleaner

The correspondence from Andy Marsh and the Football Club was carried forward to allow the recreation group to discuss matters with them and bring a recommendation to a future meeting.

Mr Halford reported on his meeting with Tim Saunders. Questions for the proposed questionnaire were considered to enable an informed response.

The draft constitution and water consumption were carried forward to the next meeting.

- 7.3 Affordable Housing Working Group

Dr Chambers reported on the annual parish meeting and the discussion of affordable housing and also on the two sites at Green End and adjacent to Herringland Drift which were an agenda item at that meeting. It was agreed that Mrs Morison and Dr McCabe are to draft an article for Contact giving a summary of the background, need, Council's policy and events to date.

- 7.4 TWG report and recommendations inc Hillfield Road

Taken earlier.

- 7.5 Tree group including cherry tree outside 39 Green End and removal of poplar tree on Barton Road.

Concern was expressed that a row of poplar trees had been felled in Barton Road without consultation. The SCDC's Trees Officer's reply that the trees were not in a conservation area or subject to a preservation order was noted. It was agreed that the Tree Group should review the trees in the village and make a recommendation to the Parish Council on any that should be protected to enable the Parish Council to progress tree preservation applications as appropriate.

It was noted that a resident had offered a replacement tree for one that had died in Green End and this was gratefully accepted.

8. To consider matters arising out of correspondence/communications received

None.

9. Closure of meeting

There was no further business and the meeting closed at 10.45 pm.

SignedChairmandate

¹ Report of the Transport working group

² Report of County Councillor Fiona Whelan

³ Financial report

⁴ Minutes of Planning Committee dated 8 April 2009

⁵ Minutes of Planning Committee dated 22 April 2009