

COMBERTON PARISH COUNCIL
The minutes of the Parish Council held on
Wednesday 12 May 2010 in the Village Hall at 7.30pm

Members present:	Miss A Bacon	Mrs S Hyde
Councillors:	Dr J McCabe (Chairman)	Mrs D Morison
	Mr E Halford	Mr R Rowlands
	Mr A Hollick	Mr J Walsh

In attendance: Cllr S Harangozo (District Councillor), 6 members of the public and Mrs G Stoehr (Clerk)

Comments & observations from members of the public

A resident raised his concerns at the lack of affordable housing in the village the Parish Council was urged to encourage affordable housing developments so that the income could be used towards new play equipment. Cllr Harangozo outlined that funding has stalled due to the General Election but he will seek the views of the local MP and how to progress this.

A request was made by the sports club members to bring forward items 7.6 and 7.7.

1. Annual business

1.1 To elect a Chairman

Miss Westgarth was unanimously elected Chairman in her absence ^(Prop JM, 2nd SH).

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

The declaration of acceptance of office is to be signed by Miss Westgarth before the next meeting.

1.3 To elect a Vice-Chairman

Dr McCabe was unanimously elected Vice-Chairman ^(Prop SH, 2nd AB/AH) Thanks were expressed to Dr McCabe.

On a proposition by the Chairman, the order of business was varied to take items 7.6 and 7.7 at this point.

7.7 Utilities Working Group – to consider recommendation for an all inclusive fee

Mr Walsh reported that while the working group had met the recommendation is not yet ready to be tabled – carried forward to the next meeting.

7.6 Recreation Ground Working Group

Mr Halford proposed that to progress the preparing of a lease and the Council should spend £500 for a solicitor to undertake the work. It was agreed that this should be carried forward to the next meeting when the Council would consider this suggestion further and also review the position to date and the preferred way forward. The three existing draft documents i.e. the draft trust, the draft constitution and also the agreement that a local parish council has with its sports club be circulated with this item along with the recommendation for the all inclusive fee.

Mr Abraham has discovered that the volume of water consumption is high and believes there is a leak. It was agreed that he could make arrangements for the water company to investigate and for the work to be put in hand.

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

The terms of reference were reviewed and agreed as follows:

Planning Committee

Comberton Parish Council Planning Committee (The Planning Committee) 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.

- Membership: Mr Halford, Dr McCabe, Miss Westgarth, Miss Bacon, Mr Hollick, Mrs Morison.

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, Dr McCabe (Convenor Mr Hollick).
- 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.

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: Mr R Cook, Mrs J Winney, Mr Walsh, Mrs Morison, Mr Cornell, Miss Westgarth.

Recreation Ground Group

Terms of reference and membership carried forward to the next meeting pending the outcome of the Council's deliberations as detailed in 7.6.

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, pending the outcome of the next Parish Plan.
- Administrative matters: No formal agenda, minutes or meeting room required etc as a working party not a committee
- Membership: Mr Serby, Miss Bacon, Mr Moffat.

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.

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. Consultations.
- Administrative matters: No formal agenda, minutes or meeting room required etc as a working party not a committee
- Membership: Mr Hollick (Convenor), 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.

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), Mrs Hyde, Mr Moffat, Mrs Morison, Mr Walsh.

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.

Budget Working Group

The working group is to prepare a recommendation to the January Parish Council meeting on the budget. The working group is asked to take the baseline budget which will be prepared by the Clerk and consider this against the agreed principles and add any special projects etc to it before making recommendation to the Council.

Membership: Mr Walsh (Convenor), Mrs Morison, Miss Westgarth, Mr Rowlands.

The following basic principles were adopted by the Parish Council are to be applied to its budgets:

- The Council will continue to look for other sources of funding apart from the Precept to fund its budget
- There should be strategic benefit
- The Council should endeavour to make the pavilion run at as near to, if not at, nil cost
- Support should be given to other village groups and organisations which benefit the village.

Mrs Morison arrived.

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.

Village Hall Representatives: (2) Mrs Hyde, Mr Hollick.

Parish Paths and P3 Co-ordinator: Miss Westgarth, Mrs Hyde (to be confirmed at the next meeting):

- 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: Mr Robert Cook.

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: Mrs Hyde.

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.

Financial Overseer: Mr Walsh.

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

All the above terms of reference and membership were approved unanimously
(Prop AB, 2nd AH)

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

It was noted 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
- Jane's Estate
- Village Hall sites
- Watts Wood
- POS at the Leach Homes development
- Pond site
- Notice board site

1.7 Appointment of Herringland Trustees

Mr Banyard did not wish to be considered for re-appointment. He was thanked for his efforts during his time with the Charity.

Mrs Morison declared an interest as a Charity Trustee.

The trustees were unanimously agreed^(Prop JM, 2nd DM) as: Mr Peter Mitton, Mrs Morison, Mrs Ann Collins, Mrs Jean Chivers, Mrs Jane Winney, Mrs Hyde. A letter of confirmation is to be sent to Dr Hoskin (Chairman).

2. Apologies for absence and declarations of interest

Apologies were received from Miss Westgarth (out of Parish), Mr Moffat (out of parish) and Mr Serby. There were no declarations of interest.

3. To approve the minutes of the previous meeting on 14 April 2010

After deletion of the duplicated word "will" from item 5.2, line 1, the minutes of the last meeting were approved as a true record and signed by the Chairman^(Prop DM 2nd SH, unanimous)

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

4.1 Affordable Housing meeting on 22 May – Cllr Whelan is to be asked if she is available and a member is to attend.

5. County Councillor and District Councillor reports and questions

Cllr Whelan's report was read in her absence.¹

Cllr Harangozo read his report² which included changes in the political structure of the District Council such as street signs. He emphasised a need for villages to raise with SCDC what is important in their communities.

In response to an enquiry about the delays to the land extension, it was agreed to add this as an agenda item for the next meeting.

CCC has been asked if it can attend to the verge erosion and damaged bollards by the Doctors' surgery.

As the West Street proposals lie in the Green Belt Cllr Harangozo has asked the Housing Officer what is thought might be possible on the site in time for the Affordable Housing meeting. The Transport Working Group is to look at the issues.

6. Finance and procedure

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

The financial report³ was received and considered and checked by a member against the invoices and statements before the cheques were signed. It was agreed^(DM, AH) that the payments as listed in the financial report should be paid, plus Buchans £422.84, Roger Abraham £87.50. Credits received between meetings were noted. Following review by members it was decided not to affiliate to CPALC this year.

SCDC (Rates)	£139.00
Open Spaces Society	£40.00
Scotsdale	£68.90
LG Stoehr (Salary)	£164.84
LGS Services (Admin support)	£928.96
A Marsh (Cleaning)	£120.00
Grounds by Rounds (grass cutting)	£302.77
EON (Electricity)	£227.38

6.2 Annual Reviews

6.2.1 Standing Orders, Financial Regulations and Risk Assessment review

The model Standing Orders were considered. The following points were agreed^(Prop SH, 2nd DM):

- that members of the public would be permitted to speak for a maximum of 5 minutes at the Chairman's discretion.
- maximum duration of meetings 2.5 hours at the Chairman's discretion.
- seven days' notice is to be given of a motion for the agenda.
- a request for a motion on rescission of an previous resolution must be signed by three members.
- It was agreed to integrate the existing paragraphs 54-56 on contracts and expenditure into the new Standing Orders.
- Allegations of breaches of the Code of Conduct are to be referred to the Standards Committee.
- Advisory committees refers to working groups.
- Financial regulations are to remain the same.

Clerk, Rec Manager, Cleaner and admin support review

Carried forward to the next meeting.

6.2.2 Insurance policy and fidelity guarantee review

Quotations from two companies and the level of cover provided and the costs were reviewed. It was agreed to accept the proposal from Came and Company in the sum of £1389.07^(Prop DM, 2nd JM).

6.3 To approve the accounts for FYE 2010 and the Annual Governance Statement

The accounts were unanimously approved^(Prop JW, 2nd AB) 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 Appointment of Internal Auditor

The principle of appointing the Internal Auditor at the beginning of the year was agreed. It was noted that Mrs Chambers was moving house and therefore unable to continue as internal auditor. The appointment was carried forward to a future meeting to enable the Clerk to make enquiries.

6.5 S137 Requests

The following donations were unanimously^(Prop JM, 2nd AH):

St Mary's Church £750
 Comberton Scouts £300
 Summer reading scheme £40
 Brownies £50.

The Parish Council decided not to make donations to the Comberton Village College Trust Fund, Comberton Bowls Club and Stop Stansted Expansion but they were thanked for applying.

6.6 Training/Councillor development

The benefits of training were noted and members were encouraged to take advantage of this.

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

7.1 Planning Committee

Nothing to report.

7.2 Affordable Housing Working Group

Nothing to report. The forthcoming meeting on 22 May was noted. Mr Halford is interested in attending.

7.3 Transport Working Group

Nothing to report.

7.4 Tree Group

The Watts Wood Interpretation board project is progressing.

7.5 Parish Plan Working Group

Nothing to report.

7.6 Recreation Ground Working Group

Taken earlier.

7.7 Utilities Working Group

Taken earlier.

8. **There was no item 8 on the agenda.**

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

9.1 SCDC – Land to rear of 101-107 Barton Road proposed sale of land

The Parish Council had no objections to the proposed sale by the District Council. ^{(Prop JM, 2nd DM, carried).}

10. **Closure of meeting**

There was no further business and the meeting closed at 10.10 pm.

SignedChairmandate

¹ Report from County Councillor

² Report from District Councillor

³ Financial report