

**COMBERTON PARISH COUNCIL**  
**The minutes of the Parish Council held on**  
**Wednesday 14 July 2010 in the Village Hall at 7.30pm**

Members present:	Miss A Bacon	Mr J Cornell
Councillors:	Dr J McCabe	Mr S Moffat
	Mr E Halford	Mrs D Morison
	Mr A Hollick	Miss C Westgarth (Chairman)

In attendance: Cllr S Harangozo (District Councillor), Cllr F Whelan (County Councillor), 4 members of the public and Mrs G Stoehr (Clerk)

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

Apologies were received from Mr Serby (out of parish) and Mrs Hyde (out of parish). There were no declarations of interest. The Chairman will contact Mr Serby about him missing meetings.

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

A resident reported potholes in Bush Close. Cllr Whelan will take this up with CCC. There is also a pothole at the Swaynes Lane/Barton Road junction. The re-surfacing of Barton Road was noted. White lining and pavement sweeping in Barton Road - Cllr Harangozo will take up the latter with SCDC. A member from the Football Club asked when the hedge should be cut on the recreation ground – every second year.

A member reported that residents had spoken with him and expressed a wish for improvements and were encouraged to write to the Parish Council.

**2. To approve the minutes of the previous meeting on 9 June 2010**

The minutes of the last meeting were approved as a true record and signed by the Chairman <sup>(Prop AB, 2nd JM, unanimous)</sup>.

**3. Co-option to fill casual vacancy**

Members are to approach people to ascertain interest and urge them to attend meetings.

On a proposition by the Chairman, it was agreed to vary the order of business to take the report of the County Councillor at this point.

**5. County Councillor and District Councillor reports and questions**

Cllr Whelan<sup>1</sup> reported and left immediately after:

- Additional cuts to library services, including mobile libraries. The Parish Council was urged to write expressing its disappointment.
- CCC grants and funds for the Connections Bus.
- Comberton Village College is consulting about becoming an academy
- Toft Day Centre
- Madingley Rise accidents and expected road improvements.

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

**4.1 (3.1) Utilities Working Group – to consider recommendation for an all inclusive fee**

The joint report from the Working Group, updated and adjusted by Mr Halford<sup>2</sup> to take into account the water leak, was considered. It was noted that the figures did not take the Bowls Club into account as it was thought that they had their own meter. The Clerk indicated that the Club did not have its own water meter and that it paid 50% of the Council's meter. It was agreed to use the red figures as the calculation for the all inclusive fee as these took into account the leak and to keep this under review when the next invoices are received. The Chairman will clarify with Mr Abraham if there is

a second meter that the Bowls Club uses as the calculations are based on the assumption that there is. (prop EH, 2nd JM, unanimous)

- 4.2 (3.2) Recreation Ground long term management – to consider establishment of a trust The ACRE Model B Lease<sup>3</sup> and Trust and also the plans drawn up by the Architect.<sup>4</sup> It was agreed (Prop AH, 2nd SM) to set up a working group to consider further all the documents tabled so far on this matter, including preparing a draft lease which would be required if the trust document is progressed and to bring a firm recommendation to the next meeting. Membership Miss Westgarth, Mr Halford, Dr McCabe and Mr Moffat (convenor).
- 4.3 (3.3) Clerk, Rec Manager, Cleaner and admin support reviews – to receive the reports and any recommendations  
Due to its confidential nature, it was agreed to carry forward this item to the end of the meeting.
- 4.4 (6) Streetlighting and the APM discussion  
The draft minutes of the APM and the Meeting's comments on streetlighting was noted. The selective switching off of lights will be tabled when the results of the Parish Plan questionnaire are known. It was agreed to write to the Village College regarding the floodlights being left on even when the pitch was not in use.
- 4.5 Tree Group terms of reference  
Mrs Morison arrived during this item.  
The Terms of reference are to include "To review and monitor biodiversity and the natural environment. (Prop JC, 2nd AH) The principles having been agreed the naming is to be carried forward to the next meeting.  
It was noted that the Tree Group has always undertaken this role and the Parish Council's thanks were extended to them.
- 4.6 Hearing Loop system for Village Hall – to consider what if anything further needs to be done  
Deferred as the lady from Camtad had not as yet arrived.
- 4.7 Standing Orders – CPALC procedural advice – participation of members of the public in council meetings<sup>5</sup>  
The CPALC advice was considered. It was noted that the Parish Council already complies with this and noted the reasoning behind the advice.
- 5. County Councillor and District Councillor reports and questions**  
Cllr Harangozo<sup>6</sup> reported on:
- The local area grant and the implications for services
  - The implications for the Connections bus
  - Housing services and responsive repairs
  - Planning services and the reorganisation of officers
  - No reply has yet been received from Andrew Lansley MP about affordable housing provision.
- 5. Finance and procedure**
- 5.1 To receive the financial report and to approve the payment of bills  
The financial report<sup>7</sup> was received and considered and checked by a member against the invoices and statements before the cheques were signed. It was agreed<sup>(SM, AB)</sup> that the payments as listed in the financial report should be paid. Credits received between meetings were noted.
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|------------------------------|---------|
| SCDC (Rates)                 | £307.00 |
| LGS Services (annual report) | £405.00 |
| Playsafety Ltd (RoSPA)       | £105.76 |

Alarm Maintenance (fire alarm fault check)	£126.90
RT Abraham (Handyman)	£119.00
LG Stoehr (Salary)	£329.68
LGS Services (Admin support)	£864.92
A Marsh (cleaning)	£120.00
LGS Services (adjustment for VAT on previous invoice)	£7.88
Moore Stephens (Audit)	£470.00
Grounds by Rounds (grass cutting)	£642.40
LGS Services (admin support)	£865.22
E.ON (Electricity)	£198.47

It was noted that Buchans were making some mistakes on their invoices and that the Clerk was following this up.

6.2 Moore Stephens – Annual Audit certificate and opinion

Moore Stephens had written “On the basis of our review, in our opinion the information contained in the annual return is in accordance with the Audit Commission’s requirements and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met”.

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

A letter from Mr Arnold to Cllr Harangozo<sup>8</sup>, indicating his willingness to construct around 15 affordable houses for local people in Comberton and Toft, together with a car park for approximately 200 cars and a further area for a public open space to be donated free of charge to the relevant parties, was considered.

The Affordable housing Working Group’s report to the last meeting was reconsidered from memory and it was agreed to accept the report as the Council’s current stance on the proposal. (Prop CW, 2nd JM, one abstention)

7.2.1 Resident request that the Parish Council supports the introduction of yellow lines near Bennell Farm<sup>9</sup>

Mr Cornell left the meeting briefly during this item.

Consideration was given to a letter had from a resident outlining parking problems associated with Comberton Village College and the B1046 road, including the junction with Kentings. Cllr Harangozo reported that he had discussed this with Comberton Village College and that they had no opinion on this.

It was agreed (Prop CW, 2nd AH, unanimous) that the Parish Council support the introduction of double yellow lines on the B1096 at the junction with Kentings and single yellow line (time restricted waiting) in Kentings. A letter is to be sent to CCC urging the introduction of the measures and the resident to be informed of the Parish Council’s decision.

7.3 Transport Working Group (TWG)

Nothing to report.

7.3.1 CCC – A603 A and B road speed limit review

The report had been circulated to the TWG. No response will be made as the proposal is outside the parish.

7.4 Tree Group including report and recommendation on trees (adj 28 Hillfield, 2 Harbour Avenue, The Valley, Bakers Close and at Thornbury<sup>10</sup>

The tree group's report was considered.

2 Harbour Ave, request for removal of a sycamore for health reasons and overhanging branches - The tree's health and age were noted and it was agreed that the Parish Council had no objection to the resident removing any overhanging branches however, as the pollen shed period for sycamore is relatively short during the spring, and before it is willing to consider this further, the Parish Council requires medical evidence, such as a letter from the resident's GP, that this type of pollen is detrimental to their child's health and that its removal is strongly recommended.

The Valley, damage to one tree on the south side – to be monitored and reassessed in the autumn.

Bakers Close, removal of lower branches – noted.

Thornbury encroachment on to Parish Council open space – a letter is to be sent to the resident asking them to remove the encroachment.

Adj 28 Hillfield (not in the report) – it was reported that this was a self seeded ash which was on the boundary and 50% on the Council's land and 50% and 50% on the residents. The tree was not on the Council's trees' inventory and therefore the Parish Council would accept no responsibility for tree. However, as a gesture of goodwill, the Parish Council was willing to contribute 50% of the cost of a tree surgeon if the resident decides to remove it.

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

### **8.1 NHS notification of application for pharmacy in Hardwick**

The Parish Council did not feel that enough information on the potential impact on the Comberton Surgery had been provided to enable it to make a decision.

### **8.2 CCC – Long Road bridleway<sup>11</sup>**

The letter from Peter Duthie outlining the County Council's proposal for a bridleway along a section of Long Road was welcomed by the Parish Council.

### **8.3 Andrew Lansley MP – changes in Government policy<sup>12</sup>**

Noted

### **8.4 Bourn Parish Council invitation to in-house training session**

Members present expressed no interest and the invitation will be extended to those members not present.

### **8.5 CCC – mobile libraries<sup>13</sup>**

In response to the consultation it was felt that the mobile library provided support for the library at Comberton Village College and was kept well stocked. It was decided to clarify if the mobile library visits Nursery Way and if so, to support its retention.

### **8.6 West Street planting areas<sup>14</sup>**

The email plea from a resident was considered. It was agreed to seek quotes for the overhaul and ongoing maintenance of the flower beds for the next meeting and agreed that this was a valuable amenity for the village and that an ongoing budget was required.

Grass cutting bin around the hall litter bin is to be put in hand.

### **8.7 Litter around the village**

It was reported that there is an increasing amounts of litter in the village, particularly in the vicinity of CVC and the shop. It was agreed to write to CVC and to the shop requesting that they raise awareness of the problem among the pupils and customers respectively to alleviate the situation.

### **4.3 (3.3) Clerk<sup>15</sup>, Rec Manager<sup>16</sup>, Cleaner<sup>17</sup> and admin support reviews<sup>18</sup> – to receive the reports and any recommendations**

At 10pm 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, employee reviews, the public were temporarily excluded from the meeting and were instructed to withdraw. The Clerk also left the meeting for the review of the Clerk and LGS Services.

At approximately 10.40 pm the meeting was re-opened to the public and the Clerk re-joined the meeting.

Given the lateness of the hour it was unanimously agree to defer further discussion until the September meeting.

## 9. Closure of meeting

There was no further business and the meeting closed at 10.42 pm.

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

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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 reports that the Council considered and do not form part of the minutes.

<sup>1</sup> Report of the County Councillor

<sup>2</sup> The joint report from the Working Group updated by Mr Halford

<sup>3</sup> ACRE Model B Lease

<sup>4</sup> plans drawn up by Paul Mitchell Architect (as commissioned in 2008)

<sup>5</sup> Standing Orders – CPALC procedural advice – participation of members of the public in council meetings (in Clerk report)

<sup>6</sup> Report of the District Councillor

<sup>7</sup> Financial report

<sup>8</sup> Bennell Farm to Harangozo re housing etc

<sup>9</sup> Resident

<sup>10</sup> Tree Group report

<sup>11</sup> Peter Duthie CCC – Long Road bridleway proposal and plan

<sup>12</sup> A Lansley – proposals Government planning

<sup>13</sup> CCC – mobile libraries consultation

<sup>14</sup> Resident – West Street planting areas

<sup>15</sup> J McCabe & D Morison – Clerk review (Confidential)

<sup>16</sup> C Westgarth & A Bacon – Recreation Manager review (Confidential)

<sup>17</sup> S Hyde & J Cornell - Cleaner review (Confidential)

<sup>18</sup> LGS Services – review letter