

**COMBERTON PARISH COUNCIL**  
**The minutes of the Parish Council held on**  
**Wednesday 8 September 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 S Hyde
	Mr A Hollick	Mr T Serby
	Mr J Walsh	Miss C Westgarth (Chairman)

In attendance: 2 members of Comberton Football Club, 10 members of the public including Cllr S Harangozo (District Councillor), and Mrs G Stoehr (Clerk)

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

Apologies were received from Cllrs Morison and Rowlands. There were no declarations of interest.

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

A resident reported that a scaffolding and building business was operating from a property in Bush Close.

Questions were raised by the Sports Clubs about charging and clarification was sought. Cllr Halford resigned citing lack of support and the disrespect of some members and the Clerk towards him, and left the meeting.

Ms Frances Dewhurst of CAMTAD (Cambridge Campaign for Tackling Acquired Deafness) spoke about:

- Hearing help session in Comberton
- Meeting arrangements affecting hearing, including hard floors, room size and reverberations
- Measures to improve the quality of hearing, including closing barriers behind the members, closing the curtains with the aim of providing a soft background
- Avoiding other disturbances including rustling papers during the meeting
- Techniques of public speaking such as the Chairman repeating the question and slowing the pace, speaking in a clearer way
- The use of the loop via the “Tswitch” as opposed to via the speakers
- Deafness involves not only what is not heard but exaggerated background noises
- Projection of voices – it was suggested the Parish Council review which members are more difficult to hear. Basic training in projecting the voice was given.
- Clearly reading the agenda item before the start of each item.

**2. To approve the minutes of the previous meeting on 14 July 2010**

A proposal<sup>(Prop JC, 2nd SM)</sup> to amend the minutes to detail under item 4.5 to show that the proposal had been to form a sub-committee to deal with environment and diversity, rather than to include in the Tree Group’s terms of reference was defeated. <sup>(2 in favour, 3 against, 4 abstentions).</sup>

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

Under comments, insert “to the play equipment” after “wish for the improvement”.

Under item 7.4, delete the second “50%”.

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

As there still had been no interest it was agreed to drop this item from the agenda and await the outcome of elections in May 2011. An article is to be placed in Contact nearer the time.

- 4. Matters arising or carried forward from the meeting or a previous meeting for discussion or decision**
- 4.1 (8.1) NHS notification of application for pharmacy in Hardwick<sup>1</sup>  
 In the light of the comments of the surgery and the considerable concerns expressed, it was agreed <sup>(Prop JM, 2nd CW, carried with 1 against and 1 abstention)</sup> to respond recommending that the application be rejected as Comberton is adequately serviced by the current provision, and this proposal will be to the detriment of the village.
- 4.2 The Tree Group terms of reference – to consider a name  
 It was agreed to defer the naming of the group to the next meeting.
- 4.3 (3.3) Annual reviews - Rec Manager<sup>2</sup>, Cleaner<sup>3</sup>, Clerk<sup>4</sup> and admin support<sup>5</sup>  
 Due to its confidential nature, it was agreed to carry forward this item to the end of the meeting.
- 4.4 (4.1) Utilities all inclusive fee – clarification of water meter for the calculations  
 As the Bowls Club do not have a separate meter Mr Walsh is to re-work these together with the Clerk, and bring a recommendation to the next meeting.
- 4.5 (4.2) Recreation Ground long term management – to consider a recommendation from the Working Group and also responses from the Sports Club  
 The Working Group had not met. Responses from the Crusaders<sup>6</sup> and also the Bowls Club<sup>7</sup> were noted. It was agreed that more information was required from the residents and so it was agreed to defer this matter until the Parish Plan feedback is received. Comberton Football Club representatives, present, expressed the view that they personally saw the Trust as the way forward but their committee had not as yet met. Cllr Serby joined the Working Group.  
 The resignation of Mr Abraham as Recreation Ground Manager was noted and it was agreed that the Chairman would ask him to reconsider. The Clerk was asked to assume responsibility for the day to day management and pitch bookings etc with support from Cllrs Serby, McCabe and Westgarth and also Mr Andy Marsh. The Parish Council gave its commitment that this arrangement would be for one month only.
- 4.6 Parish Plan progress report  
 Cllr Cornell left the meeting at the beginning of this item.  
 The accuracy of the financial figures was questioned and the Clerk clarified that the budget had been manipulated as agreed by the Council at a previous meeting to include all items for the recreation ground including aspects of the Cleaners contract, the land loan and to extract areas which were not recreation ground such as the Janes Estate grass cutting etc to result at the information which had been shown in the questionnaire. The questionnaire had been printed and will be delivered to each home in two weeks, with collection two weeks later.
- 4.7 (4.6) Hearing loop and meeting arrangements – to consider what, if anything further, is required  
 It was felt beneficial to have had a representative of CAMTAD present. It was agreed to carry forward to the and consider at a future meeting if to purchase another microphone. In the meantime one will be borrowed to trial.
- 4.8 (7.2.1) Restrictive parking/waiting Kentings and West Street  
 The reply<sup>8</sup> from a resident to the letter from Bennell Farm<sup>9</sup> regarding West Street were noted. It was agreed to discuss a further article in Contact regarding lines and the cost.
- 5. County Councillor and District Councillor reports and questions**  
 Cllr Whelan's report<sup>10</sup> was read by Cllr Harangozo in her absence. This covered: the Guided Bus, Comberton Village College admissions, the closure of Home Meadow,

the Budget, signage on the A428 for the caravan park. Cllr Harangozo is to report that the edges of Long Road are caving in.

Cllr Harangozo<sup>11</sup> reported on:

- The consultation regarding Climate Change and the environment
- The energy fair in Comberton on 6 November
- The recycling service
- Information satisfaction surveys
- Cutting of community grants and the second Connections bus
- Cambridge Community Federation grants for extra litter picking have been scrapped.
- Crime statistics
- CCC works on the footpaths in the village.

## **5. Finance and procedure**

### **5.1 To receive the financial report and to approve the payment of bills**

The financial report<sup>12</sup> was received and considered and checked by a member against the invoices and statements before the cheques were signed. It was agreed<sup>(JM, SH)</sup> that the payments as listed in the financial report should be paid, plus Greenham £22.77 and £8.99, A Marsh £270.00, LGS Services £1036.03, Mr Sewell £10.00. Credits received between meetings were noted.

SCDC (Rates)	£148.00
Greenham (Cleaning materials)	£23.59
Alarm Maintenance (intruder alarm service)	£64.63
Alarm Maintenance (fire alarm service)	£64.63
Cambridge Water (water bill)	£143.92
Ridgeons	£102.72
ACE Fire (extinguisher service)	£78.78
Connections bus	£1427.66
Grounds by Rounds (grass cutting)	£433.39
RT Abraham (handyman)	£31.50
LGS Services (Admin support)	£1029.21
LG Stoehr (Salary)	£164.84
Buchans (Grounds maintenance)	£39.60
Buchans (Grounds maintenance)	£111.37

### **6.2 Connections Bus Report<sup>13</sup> and Contract – consider if the contract is to be extended**

The report was considered and consideration was given to alternative youth provision however as there was no other proposal it was agreed<sup>(Prop SH, 2nd JM, 1 abstention)</sup> to contract the bus for six months.

### **6.3 (8.6) West Street flower beds**

It was decided to seek more quotes for the refurbishment and agreed to contract Mr Sewell to undertake maintenance work to the beds for two hours per week at £10 per hour for a trial period.

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

### **7.1 Planning Committee<sup>14</sup>**

The report of the Planning Committee was taken as read.

### **7.2 Affordable Housing Working Group including tenure of proposed housing of the scheme off The Valley<sup>15</sup>**

The report was noted and the Council ratified the change of tenure to 6 rented and 5 shared ownership, to reduce the amount of grant required as indicated in Cllr McCabe's response to SCDC<sup>(Prop JM, 2nd CW, unanimous)</sup>.

- 7.3 Transport Working Group (TWG)  
The group had not met. Cllr Serby resigned as convenor and Cllr Moffat was appointed<sup>(CW, JM)</sup>
- 7.4 Tree Group and to consider recommendations for tree works<sup>16</sup>  
Reports on various trees was considered.  
28 Hillfield – in response to the reply from the resident and having looked at the photos of the tree it was agreed<sup>(Prop SH, 2nd SM)</sup> to seek quotes for the removal of the tree and also all ash seedlings and carry this forward to the next meeting.  
The Valley – it was agreed to seek quotes for all the trees mentioned in The Valley, including three near 30 The Valley and carry this matter forward to the next meeting.  
It was agreed to seek quotes for two bridges to the Recreation Ground.  
Watts Wood – following a complaint from a resident about a structure built the Clerk had used emergency powers to ask Buchans to remove the structure.
- 7.5 Website proposal  
Deferred to the next meeting as Cllr Cornell was not present and no information had been received.
- 8. To consider matters arising out of correspondence/communications received**
- 8.1 Connections Bus – LPSA funding review – not presented or discussed.
- 8.2 Skatepark petition<sup>17</sup>  
The petition containing over 100 signatures was noted – it was agreed to reassure residents that the Parish Council has no intentions to remove this and will take the comments in to consideration when planning the development of the recreation ground.
- 8.3 SCDC Standards Committee vacancy<sup>18</sup>  
Noted. No interest
- 8.4 SCDC licensing policy consultation<sup>19</sup>  
Members are to submit their personal responses to the Clerk by 4 October to allow her to submit the Parish Council's response.
- 8.5 Seed2Feed – request for support<sup>20</sup>  
The Parish Council supports this scheme in principle but does not wish for involvement.
- 8.6 Department for Communities and Local Government – Council Tax consultation<sup>21</sup>  
Noted.
- 8.7 SCDC Cabinet Liaison Meeting – invitation for two members to attend<sup>22</sup>  
Cllr Bacon is to attend.
- 8.8 CCC Winter Gritting Schedules consultation<sup>23</sup>  
It was agreed<sup>(Prop SH, 2nd CW)</sup> to request the addition of Green End and South Street, and Royston Road to Fox Bridge Farm/Parish boundary. If CCC does not add these roads then bags of grit are to be requested to be placed at vulnerable areas such as Green End, South Street and the Swaynes Lane bend.
- 4.3 (3.3) Annual reviews - Rec Manager, Cleaner, Clerk and admin support  
At 10.26 pm 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 and did not return.

At approximately 10.40pm the meeting was re-opened to the public. No public returned.

An extra-ordinary meeting is to be convened before the next meeting to complete this item.

**9. Closure of meeting**

There was no further business and the meeting closed at 10.40pm.

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> NHS application for locum in vicinity of Hardwick

<sup>2</sup> Rec manager review (Confidential)

<sup>3</sup> Cleaner review (Confidential)

<sup>4</sup> Clerk review (confidential)

<sup>5</sup> LGS Services letter re contractual arrangements for the annual review

<sup>6</sup> Comberton Crusaders reply on recreation ground management

<sup>7</sup> Bowls Club reply on recreation ground management

<sup>8</sup> Letter from resident regarding West Street

<sup>9</sup> Bennell Farm re yellow lines

<sup>10</sup> Report of the County Councillor

<sup>11</sup> Report of the District Councillor

<sup>12</sup> Financial report

<sup>13</sup> Connections Bus report

<sup>14</sup> Planning report

<sup>15</sup> Affordable Housing working group report

<sup>16</sup> Tree Group report

<sup>17</sup> Petition from residents regarding Skate Park

<sup>18</sup> SCDC Standards Committee vacancy

<sup>19</sup> SCDC licensing policy consultation draft

<sup>20</sup> Seed for Feed letter

<sup>21</sup> Department of Communities and Local Government Council Tax consultation

<sup>22</sup> SCDC Cabinet Liaison Meeting – invitation for two members to attend

<sup>23</sup> CCC Winter Gritting Schedule consultation