

COMBERTON PARISH COUNCIL
The minutes of the Parish Council held on
Wednesday 13 October 2010 in the Village Hall at 7.30pm

Members present:	Miss A Bacon	Mr S Moffat
Councillors:	Mr A Hollick	Mrs S Hyde
	Mr R Rowlands	Mrs D Morison (Chairman)

In attendance: 5 members of the public, Cllr Fiona Whelan (County Councillor), and Mrs G Stoehr (Clerk)

1. Apologies for absence and declarations of interest

Apologies were received from Cllrs Walsh (work commitment), McCabe (out of parish) and Westgarth (family bereavement) and from District Councillor Steve Harangozo. There were no declarations of interest. In the absence of the Chairman and the Vice-Chairman, it was agreed ^(Prop SH, 2nd AH) that Cllr Morison should chair the meeting.

Comments & observations from members of the public

A resident reported that a tree had fallen in Swaynes Lane in a field by Cross Farm. This is to be reported to Cambridgeshire County Council.

Requests were made for the order of business to be varied to allow items 3.2, 7.2, 7.4 and 7.5 to be taken early as people had attended specifically for these items.

Mr Folbigg expanded on his letter from the Comberton Football Club and asked about the Connections Bus use of the electricity at the pavilion.

2. To approve the minutes of the previous meetings on 8 September and 6 October 2010 and the confidential minutes of 6 October

The minutes of the meeting on 8 September were approved as a true record ^(Prop AB, 2nd SM) and signed by the Chairman.

The minutes of the meeting on 6 October and the confidential minutes were approved as a true record ^(Prop AH, 2nd AB) and signed by the Chairman.

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

3.1 (4.4) Utilities all inclusive fee – to consider reworked calculations

The utilities fee and pitch fee had been reworked by the RFO based on the Minis and Colts and Bowls Club, apportioning Colts 100% and Minis 50%. This gave an all inclusive pitch and utilities fee of: Comberton United £35.22; Crusaders Colts £35.22; Crusaders Minis £18.16; Cricket Club £33.73; exclusive of the electricity standing Charge. The Bowls Club would continue to pay 50% of the water bill until a decision had been reached on its request to have a separate meter.

It was proposed ^(Prop DM, 2nd AH) to adopt this as the all inclusive letting fees but to review this during the winter and consider ways of avoiding having the storage heating switched on.

It was agreed that the electricity meter should be read before and after the Connections Bus had visited and for any other lettings and that a retrospective rebate should be paid to the Clubs at the year end for any electricity used by others.

On a proposition by the Chairman, it was agreed to vary the order of business to take items 7.4, 7.5, 3.2, 7.2 and 7.3 next.

7.4 Football Club – request for hedge to be cut¹

It was agreed ^(Prop AH, 2nd SH) to allow the football club to cut the hedge as requested, with all arisings to be cleared and burnt, and undertaken under the supervision of Mr

Robert Cook who is to indicate the height and width specification for the cut. The Parish Council is to cover the cost of the diesel at approximately £50 on receipt of an invoice. A copy of the public liability insurance cover is required before commencement of the work.

7.5 Comberton Crusaders – condition of shed at Recreation Ground²

In response to the request from the Crusaders it was agreed ^(Prop AB, 2nd SH) to pay for a skip to clear the garage. The Crusaders are to supply labour.

3.2 (4.5) Recreation Ground management and letter from Comberton Football Club³

The letter from the Football Club was noted.

It was agreed ^(Prop AH, 2nd SH) that the land extension should be regularly mowed and a contract be put in hand. Quotes for a pitch drainage report and details of what this might contain are to be brought to the next meeting, as the first steps to turning the land extension into a usable area as required by the planning permission. The bye-laws regarding dogs on the recreation ground are to be included in the next issue of Contact, urging responsible dog control on the Recreation Ground.

7.2 Resident – request to plant hedge on Parish Council land adj to 32 The Valley for rear access⁴

The request from a resident to plant a hedge on Parish Council land adjacent to his property to allow rear access was carried forward to the November meeting to allow time to look into the legal implications and enable members to visit the site.

7.3 Resident – request to purchase/lease part of verge near 22 St Thomas Close for off-street parking⁵

The request from a resident to purchase or lease part of the verge adjacent to his property to allow off-street parking for a proposed new dwelling was carried forward to the November meeting to allow time to look into the legal implications and enable members to visit the site.

3.2 (4.5) Recreation Ground management and letter from Comberton Football Club

It was agreed to accept Mr Marsh's offer to manage the Recreation Ground on a day to day basis for a short period, until more long-term/permanent arrangements could be made, and to delegate the sum of £200 for emergency work.

It was agreed to obtain job specifications for the Recreation Manager role from other villages for comparison purposes and when the specification and costs are agreed, to advertise the position. It was agreed that payment or otherwise and terms would be taken under item 3.6.

4. County Councillor and District Councillor reports and questions⁶

Cllr Whelan's report covered: the Guided Bus, Comberton Village College and secondary school places, the County Council budget, the library review, the Race to Infinity and Madingley Rise road safety.

3.3 (4.8) Restrictive parking/waiting at Kentings and West Street including:

3.3.1 Residents' responses received following article in Contact⁷

The responses of residents who replied to the article in Contact were summarised and these including concerns regarding emergency access, the ability of residents to park by their homes, concerns that the problem would be passed on to adjacent roads if implemented and some support for the proposal.

Given the indication from the County Council and the responses received from residents it was agreed not to pay for the yellow lines and to revisit this matter next year or possibly in 2013 when the College is at full capacity.

3.3.2 Resident request for site meeting regarding double yellow lines outside CVC⁸

The time of the meeting is to be circulated and any members able to attend are to do so and to report back to the following meeting.

3.4 (6.3) West Street flowerbeds – to consider quotes⁹

Two quotations were considered for the overhaul and maintenance of the beds at the crossroads. It was agreed ^(Prop SH, 2nd AH) to continue to contract Mr Sewell for a further month for two hours per week and thereafter for two hours per month for ongoing maintenance. It was agreed that he should be asked to overhaul the beds as the hours agreed should allow for this to be done. Cllr Hyde is to discuss the matter with Mr Sewell and a letter is to be sent.

3.5 (7.4) To consider quotations for tree works¹⁰

Quotations for Parish Council trees adjacent to 9 Harbour Avenue, 30 The Valley and 28 Hillfields were considered. It was agreed ^(Prop AB, 2nd SH) to accept the quotations from Town and Country for all the works.

The Parish Council agreed to accept a resident's kind offer of two replacement trees in The Valley, but wish to specify the species provided as *Amelanchier Canadensis*. The budget working group is to be tasked with looking into raising tree revenue.

3.6 Annual Reviews Recreation Ground Manager and Cleaner¹¹

The Chairman proposed that this be taken at the end of the meeting.

5. Finance and procedure

5.1 To receive the financial report and to approve the payment of bills¹²

The financial report was received and considered and checked by a member against the invoices and statements before the cheques were signed. It was agreed ^(AB, RR) that the payments as listed in the financial report should be paid,

Grounds by Rounds (Grasscutting)	£381.71
Buchans (Grounds maintenance)	£228.50
LGS Services (Admin support)	£856.00
Westside Joinery (bin repair)	£217.38
RPM (Skate park repair)	£223.25
A Marsh (Cleaning)	£120.00
LG Stoehr (Salary)	£236.08
LGS Services (Admin support)	£1456.46
EON (Electricity)	£102.94
Grounds by Rounds (Grasscutting)	£641.27
PWLB (Loan)	£8432.70

plus

BT (telephone standing order)	£48.00
Buchans (grounds maintenance)	£377.97
LCAS (affiliation fee)	£305.00
R Sewell (gardening)	£60.00
Greenham (mop heads)	£21.27
BT (telephone standing order)	£48.00
Greenham (padlock)	£4.50
BT (telephone)	£48.00

Credits received between meetings were noted.

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

6.1 Planning Committee

Nothing to report.

6.2 Affordable Housing Working Group¹³

It was noted that funding was now in place.

6.3 Transport Working Group (TWG)

The group had not met.

6.4 Tree Group

6.4.1 Cherry Trees in Green End

It was agreed to accept Mr Robert Cook's offer to remove the dying and dead cherries in Green End and to accept the two residents' offers of replacement trees but that these should be flowering pears. It was also agreed to replace other cherry trees with flowering pears as and when necessary. The Trees budget is to be used to purchase trees to fill the gaps and orders are to be placed as and when necessary up to the maximum of the budget without the need for referral to the Parish Council for each item.

Cllr Morison reported that the horse chestnuts in Long Road were kept under review by the Tree Group.

6.4.2 SCDC Hedge and Tree pack scheme

It was agreed to apply for hedging for the South side of the Recreation Ground and pear trees for Green End, if available, liaising with the Tree Group as to the type of hedging required and the planting arrangements.

6.4.3 Watts Wood interpretation board¹⁴

The design for the Watts Wood interpretation board was approved ^(Prop AB, 2nd DM). Shelly Signs are to deliver and P Oakes is to carry out the installation as already agreed.

6.5 Budget Working Group – request for budget items for FY 2012 budget

The Clerk reported in Cllr Walsh's absence. The Budget Working Group is to meet in November; date and time to be confirmed by Cllr Walsh. Members were urged to put forward bids for the Parish Council's budget for FY 2012-3. It was agreed that members also should put forward suggestion for the following two years as the Council should endeavour to have a budget plan covering a three year period.

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

7.1 Resident – Bench outside Meridian School gate¹⁵

In response to the offer it was agreed to accept gratefully the kind offer and gesture of a memorial bench which would be donated to the Parish Council.

Items 7.2, 7.3, 7.4 and 7.5 had been dealt with previously.

7.6 SCDC – Parish Council member on Standards Committee – vote¹⁶

Members conducted a vote and following a tie, the Chairman exercised her casting vote. The Parish Council agreed to nominate Bill Agg for the vacancy.

8. Closure of meeting

It was agreed to circulate the Government consultation on local authority advertising which may have implications for the newsletter and website and that members are to send their comments to the Clerk so that she may collate into the Parish Council's response.

At 9.50 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, annual reviews, the public were temporarily excluded from the meeting and were instructed to withdraw. Members of the public left the meeting and the Clerk was invited to remain.

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

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

SignedChairmandate

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.

- ¹ Letter from Football Club – request for hedge cutting
- ² Letter from Comberton Crusaders – shed clearance
- ³ Letter from Comberton Football Club
- ⁴ Letter from resident request to plant hedge
- ⁵ Letter from resident request to purchase/lease verge
- ⁶ Report of the County Councillor
- ⁷ Responses of residents regarding yellow lines at Kentings
- ⁸ Resident's request for site meeting regarding yellow lines at CVC
- ⁹ Quotations for flower beds
- ¹⁰ Quotations for tree works
- ¹¹ Recreation Manager and Cleaner review (Confidential)
- ¹² Financial report
- ¹³ Affordable Housing report
- ¹⁴ Design for interpretation board
- ¹⁵ Letter from resident - offer of bench
- ¹⁶ Standards Committee Parish Council representative nominations