

**COMBERTON PARISH COUNCIL**  
**The minutes of the Parish Council held on**  
**Wednesday 8 December 2010 in the Village Hall at 7.30pm**

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

In attendance: 3 members of the public, Cllr Fiona Whelan (County Councillor), Cllr S Harangozo (District Councillor) and Mrs G Stoehr (Clerk)

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

- 1.1 Apologies received from Cllr Moffat.
- 1.2 Cllr Westgarth declared a personal interest in item 7.1 as the chair of governors.

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

A question was raised about the roadworks outside CVC, reducing the width of the road. As the Parish Council had not been informed and neither had the local member Cllr Whelan will find out and report back to the next meeting.

Concern was raised that there is no grit bin in Swaynes Lane.

A resident highlighted the planning conditions on the recreation ground land extension.

**2. To approve the minutes of the previous meetings on 10 November 2010**

The minutes of the meeting on 10 November were approved as a true record <sup>(Prop AB, 2nd DM)</sup> and signed by the Chairman. There were no confidential minutes.

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

3.1 (3.1) Recreation Ground management including

3.1.1 (3.1.1) Agrostis report on recreation ground land extension<sup>1</sup>

The Agrostis report was considered.

It was agreed to start discussions with the Planning department and Trees Officers to progress the requirements for change of use and the Planning Committee was asked to undertake this in consultation with the Tree Working Group as to the regarding the landscape plan for the change of use.

It was agreed that the Planning Committee should endeavour to do this in time for the next meeting so that the budget requirements could be considered by the Parish Council at the next meeting when the Precept is set.

3.1.2 (3.1.2) Specification for recreation ground manager and cleaner

The Working Group report was considered<sup>2</sup> and the specification, job description and other recommendations contained therein were adopted <sup>(Prop JM, 2nd AB)</sup>. It was agreed to advertise the three positions at the rates detailed locally in January. Short listing and appointment arrangements will be considered at the February meeting.

3.1.3 Recreation ground and pavilion casual hirers' fee

The report from the working group<sup>3</sup> was considered and it was agreed that the casual hirers fee be set at non village residents £50 + utilities, and village residents £40 + utilities. <sup>(Prop AB, 2nd DM, 1 abstention)</sup>

3.1.4 Bowls Club water meter, notification of septic tank and water charges

In response to the request from the Bowls Club it was agreed to invite the Bowls Club to the next meeting to discuss this further.

The order of business was varied here so that Cllr Whelan could give her report<sup>4</sup>.

Her report included the CCC budget and the implications for Parish Council precepts, CVC and secondary school provision including the shortfall in funding for a secondary school at Cambourne, proposed Madingley Rise improvement scheme.

The Parish Council expressed its concern that CCC had rejected winter gritting for Green End, Branch Rd and South St. Cllr Whelan will try and take this up with Highways. It was noted however that Green End had been gritted recently.

The invitation<sup>5</sup> from the County Council to attend a meeting in January to discuss their budget was noted.

### 3.2 (6.6) LGS Services contract<sup>6 (JM)</sup>

Cllr McCabe's reported on her discussion with Ian Dewar at the Cambridgeshire and Peterborough Association of Local Councils seeking clarification about accepting a contract from LGS Services to provide Administrative support to the Clerk as Responsible Officer. He was unable to suggest any other Service Providers to give competitive quotes for such a service but he did not know of any.

Council members had also looked at comparable administrative costs of other Parish Councils and these would indicate that the contract offered by LGS Services appears good value for Comberton. Mr Dewar's opinion that, by these actions, the Council had done what is possible in good faith to obtain the most cost-effective contract at this time was noted. The three year contract was therefore approved by the Council.

### 3.3 (6.5) Parish plan work quotations

It was agreed to accept the quotation LGS Services for work required on collating and analysing the responses to the Parish Plan. <sup>(Prop JM, 2nd SH)</sup>

### 3.4 (6.4) Green End replacement trees – flowering cherry or pear

On recommendation of the Tree Group, the Parish Council agreed to use flowering cherries as replacements. <sup>(Prop DM, 2nd CW)</sup>

### 3.5 Village hall hearing loop & hand held microphones

It was agreed to undertake a further trial using two handheld microphones and also the lapel microphones and to use only the hearing loop and not the speakers if this is possible.

### 3.6 West Street parking site meeting <sup>(DM)</sup>

Cllr Morison's report<sup>7</sup> on the meeting was noted. It was agreed to carry this item to enable Cllr Whelan to complete her enquiries into the meeting with CCC Officers.

## 4. County Councillor and District Councillor reports and questions

Cllr Harangozo's report<sup>8</sup> covered the imminent start on the Valley development, outstanding refurbishment of pavements, a request that the Parish Council budget for road safety improvements in the centre of the village and also revenue raising opportunities, renewable energy. It was agreed for the last item Cllr Harangozo would bring a report to the next meeting.

## 5. Finance and procedure

### 5.1 To receive the financial report<sup>9</sup> and to approve the payment of bills

Cllrs Westgarth and McCabe declared an interest in this item as they had submitted a request for reimbursement of out of pocket expenses relating to the Christmas lights event. The legionella report had been completed and some of the routine requirements can be undertaken by the Recreation Ground Manager. The quotation for £650 for the periodic annual tests will be less if undertaken at the same time as Bourn Parish Council. Carried forward .

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 <sup>(RR, AH)</sup> that the payments as listed in the financial report should be paid, plus S Hyde £41.91, R

Sewell (West St flower bed work) £80, J McCabe £9.00, C Westgarth £40.56, and J Winney £16.75 (all three for the reimbursement Lights event) Royal Mail £125.75 (PO Box), DVLA £2.50 (for the removal of caravan of Parish Council land - St Thomas Close), P Round £112.19 (grass cutting), A Marsh £120.00 (Pavilion cleaning), A Marsh £50.00 (Recreation Ground Manager).

Primec (Legionella Risk Assessment)	£293.75
Town & Country Tree Surgery (tree work)	£274.95
CGM (grasscutting)	£176.25
CGM (repairs)	£545.20
Warton & Clark (skip)	£115.00
Town and Country Tree Surgery (tree work)	£434.75
Bourn Parish Council (CPALC training)	£29.17
L G Stoehr (salary)	£172.12
LGS Services (admin support)	£1085.04

5.2 To consider the Assets review <sup>(JMcC)</sup>

The report<sup>10</sup> was considered and quotes for the replacement tiles on the pavilion roof and a protective barrier to be obtained. It was agreed <sup>(Prop JM, 2nd DM)</sup> that 2 replacement crow proof litter bins are to be ordered and other small works identified in the report, such as for the bins and benches, are to be put in hand using the Council's approved contractors. It was also agreed to ask the Recreation Ground Manager to check the insulation in the Pavilion loft.

5.3 To grit or not to grit – advice from insurers

Noted.

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

6.1 Planning Committee

Cllr Harrangozo was thanked for arranging the committee meeting for the 17 Long Rd. application

6.2 Affordable Housing Working Group

Nothing to report.

6.3 Transport Working Group (TWG)

Nothing to report.

6.4 Tree Group

Nothing to report.

6.5 Parish Plan

Nothing to report.

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

7.1 Meridian School PTA request for Fun Run on the recreation ground

Cllr Westgarth declared an interest in this item as the Chairman of the School Governors. The verbal request from the Parent Teacher Association was considered and it was agreed in principle that they can use recreation ground and land extension for their event. It is to be highlighted that the land extension ground is uneven and that they must take care. It was also agreed to ask they have public liability insurance to cover the event & if open to all or only school children and parents. The Parish Council looks forward to more info in due course so that can check with Recreation ground Manager that the proposed date does not pose any problems with any bookings.

7.2 Acre Trailblazers invitation<sup>11</sup>

No interest.

7.3 Digital TV Switchover project<sup>12</sup>  
Noted.

7.4 SCDC Arts awards 2011 – to consider nominations<sup>13</sup>  
It was agreed to carry this item forward to the next meeting.

**8. Closure of meeting**

There was no further business and the meeting closed at 9.30 pm.

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

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> Agrostis report

<sup>2</sup> Working Group report on Recreation Ground Manager, Cleaner and litter picker

<sup>3</sup> Recreation Ground working group report

<sup>4</sup> County council report

<sup>5</sup> Invitation from the County Council to attend a meeting in January to discuss their budget

<sup>6</sup> Report on LGS Services contract

<sup>7</sup> West Street site meeting report

<sup>8</sup> District Councillor's report

<sup>9</sup> Finance report

<sup>10</sup> Assets review

<sup>11</sup> ACRE Trailblazers

<sup>12</sup> Digital Switchover project

<sup>13</sup> SCDC Arts Awards