

COMBERTON PARISH COUNCIL
The minutes of the Parish Council held on
Wednesday 9 March 2011 in the Village Hall at 7.30pm

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

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

1. Apologies for absence and declarations of interest

- 1.1 Apologies were received from County Cllr Fiona Whelan (unwell).
- 1.2 There were no declarations of interest.

Comments & observations from members of the public

The B1046 road works by the Village College and narrowing of the road – a resident observed that the plan from Karen Lunn Cambridgeshire County Council (CCC) sent by the Clerk to the resident bore no resemblance to what was there. Wig wags were proposed outside the resident's house and he had not been informed. The Parish Council will follow this up with Cllr Whelan and Karen Lunn of CCC. The Transport Working Group will look into the matter.

A member reported that the Toddler Group Committee had requested a grant towards a storage shed at the village hall and as the indicated contribution might be beyond them might they be eligible for a Parish council grant or donation. The Parish council's Village Hall representative reported that a contribution amount had not as yet been discussed by the Village hall Committee.

A question was raised regarding development in The Valley.

Lead flashing removed from the Pavilion – the Parish Council has placed an order.

Further to the article in Contact Jill Kean, Digital Switchover Project Co-ordinator, is able to assist if anyone requires help with this matter.

Concern was expressed regarding a serious incident in South Street which has been reported in the local press. The Police were taking this seriously and more patrols are expected.

2. To approve the minutes of the previous meeting on 9 February 2011¹

The minutes of the meeting on 9 February were approved as a true record ^(Prop AB, 2nd SH, 1 abstentions) and signed by the Chairman, after an amendment to item 1.2 to read "a resident of Fox's Way".

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

The Clerk's report² was noted.

3.1 (5.2) Meeting with Recreation Manager

Cllrs Hyde and Morison reported that the floor tiles were in need of attention and the internal walls need re-painting. The overall cleanliness was good following the recent deep clean. Quotes are to be obtained by the Clerk as the Recreation Manager has expressed an interest in quoting and he is therefore compromised from seeking the quotes himself.

3.2 Parish Plan – to consider the next steps and responsibilities

Cllr McCabe reported that the data from the questionnaires had been entered and analysed. The basic analysis is to be emailed to all members. It was agreed to set up a working group to look at the results from the questionnaire, obtain some cross analysis

and draft a summary report for the Parish Council's consideration. Cllrs Morison, McCabe (Convenor) and Westgarth were appointed to the Group.

4. County Councillor and District Councillor reports and questions

Cllr Harangozo gave a report on CCC matters in Cllr Whelan's absence, covering

- Comberton Library – CCC officers have requested a meeting. The Parish Council understood there were enough volunteers and others willing to help.
- SCDC had given assurances regarding the Connections Bus
- Bush Close potholes have been repaired.

The Parish Council did not wish to meet with the officers directly but agreed to invite the CCC officer to attend the Annual Parish Meeting on 27 April so that she could inform residents of the CCC plans for the library.

An invitation from Friends of Arbury Library for their meeting on 10 March was noted but no-one was able to attend.

Cllr Harangozo's report³ as District Councillor was noted and he reported at the meeting briefly on a planning application submitted in Toft for 15 houses on an exception site north of Warton and Clark.

5. Finance and procedure

5.1 To receive the financial report⁴ and to approve the payment of bills

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^(SH,AH) that the payments as listed in the financial report should be paid, plus A Marsh £50.00 and £120.00 (grass cutting), R Sewell (West Street flower bed work) £20.00, LGS Services (Admin support) £941.56, P Oakes (tree planting recreation ground and Green End) £420.00, Jason Moore (litter and notice board repairs harbour Ave)£198.00.

Peter Oakes (Watts Wood sign installation)	£168.00
Electric Matters (Time clock Xmas lights)	£60.00
CGM (Pavilion repairs shingles)	£510.00
XXX (Salary)	£172.12

It was reported that the E.On invoice for £247.74 last month related to the tennis pavilion which was disconnected in March 2008. A formal complaint had been submitted to E.On and a zero balance is awaited. Reduced E.On rates had been negotiated, to the standing charge and units reducing by

In response to the donation received for play equipment from the estate of Mrs Longuet-Higgins. A letter of thanks is to be sent to her son and the money is to be earmarked.

5.2 Crossroads Flower Bed Contract Review

On a proposition by the Chairman, it was agreed to take this item at the end of the meeting.

5.3 Annual Audit and recording of Assets

As detailed in the Clerk's report was noted.

5.4 A Code of Recommended Practice for Local Authorities on Data Transparency

The Parish Council was in favour of transparency and is already publishing its payments over £500.

5.5 Village Hall Sign

It was noted that this had now been installed however not in the agreed location. It was agreed that the change of position to the junction West Street and South Street is acceptable to both the Parish Council and also the Village Hall Committee. Cllr

Hollick reported that Dennis Vacher, Highway Supervisor had offered another sign and it was agreed that he could liaise and agree its location.

5.6 Parish Council Elections – a pack was given to each member.

5.7 Open Public Services White Paper – Noted.

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

6.1 Planning Committee ^{(AB)5}
Noted.

6.2 Affordable Housing Working Group⁶
The Chairman had been contacted regarding The Valley development and will act as liaison.

6.3 Transport Working Group (TWG)
The Transport Working Group reported on damage to verges caused by residents parking on the verges instead of on their driveways. It was agreed ^(Prop SM, 2nd SH, carried with 1 against and 1 abstention) to purchase and install bollards to protect the verges, and to accept the quotation of Cambridge Outdoor Living for supply and installation. An article is to be placed in Contact regarding the necessity to protect of parish assets.

6.4 Tree Group
It was noted that the hedge on the southern boundary of the land extension would be coppiced this week at a cost of £280. The rubbish had not as yet been removed and Environmental Health are to be informed.
A query was raised about the proximity of one tree to underground cables. This is to be checked with the Tree Surgeon who planted the trees.

6.5 Annual Parish Meeting and Annual Report – request for members' reports
The Annual Parish Meeting (APM) will take place on 27 April. The meeting will include an agenda item on the CCC cutbacks to the library service and proposed cuts to the bus service, and also the Parish Plan questionnaire results.
All members with specific responsibility are to write their reports for the Annual Report and give these to the Clerk by 5 April so that this can be available at the APM. The Annual Report will be printed and delivered to each homes as usual.

6.6 Focus Group report
The Chairman reported that she had received a letter from a resident offering to start a social history group based on memories and experiences of people who have lived and worked in Comberton. It was agreed that the Focus Group and interested people should join with the resident to progress the proposal.

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

7.1 CCC Highway Wardens Scheme
Noted.

7.2 CCC proposed bus service changes
Proposed changes to bus services were considered. Concern was expressed at the reduction in subsidy resulting in the axing of the Service 18 Friday and Saturday 11.15pm journey. A letter will be sent to CCC objecting to the removal of this journey as it is the most used service and when the late bus was introduced it had noticeable impact on vandalism in the village and the pc is concerned that this may reoccur.

7.3 Memorial bench
The revised design was considered and While the Parish Council appreciated the trouble taken to revise the design and commissioned a structural engineers report it really did not like the spindly legs and wished instead to have 4 solid, shapely legs

perhaps made of stone or another robust material. A revised design is to be requested for further consideration.

5.2 Crossroads Flower Bed Contract review

At approximately 9.25 pm, 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, the Council considering an employee review, the public were temporarily excluded from the meeting and were instructed to withdraw. The Clerk was invited to remain.

The meeting was re-opened to the public at approximately 9.35 pm. No public rejoined the meeting.

8. Closure of meeting

There was no further business and the meeting closed at 9.37 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 available under the FOIA and do not form part of the minutes.

¹ Minutes of 9 February 2011

² Clerk's report

³ Report of District Councillor

⁴ Finance report

⁵ Report of planning committee

⁶ Report of Affordable Housing Working Group