

**COMBERTON PARISH COUNCIL**  
**The minutes of the Parish Council meeting held on**  
**Wednesday 13 April 2011 in the Village Hall at 7.30pm**

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

In attendance: 14 members of the public, Cllr F Whelan (County Councillor), Cllr S Harangozo (District Councillor) and Mrs G Stoehr (Clerk)

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

- 1.1 Apologies were received from Cllr S Moffat (unwell).  
 1.2 Cllr Westgarth made a personal declaration of interest in Item 7.3 as Chair of Governors at Meridian Primary School.  
 Cllrs Hollick and Hyde made personal declarations of interest in items under 7.2 as Trustees and Parish Council representatives of the Village Hall.

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

Two residents, Ms Julie Horne and Mr Tim Hughes, outlined the background to the memorial bench and presented a petition pleading that the legs of the bench were considered integral to its design. Mr Hughes indicated that he would underwrite any maintenance on the bench. On a proposal by the Chairman, it was agreed take this matter under Item 3.1 and in light of the additional information presented to revisit the item.

Representatives from Hillfield Road urged the Parish Council to revisit its decision regarding the proposed bollards in Hillfield Road. A compromise was suggested, that the verges be replaced with grasscrete, and it was stressed that residents did not wish to park on the grass but did so out of necessity as there was nowhere else to park. A suggestion of parking diagonally was made. The Parish Council reiterated that it was not overturning its decision but was willing for the Transport Working Group to meet residents of Hillfield Road to discuss options. The matter will be tabled for a future meeting.

Cllr Harangozo assured residents that pot holes in Bush Close and at Horizon Park have again been reported to CCC.

Graffiti in the village – it was agreed that the Police should be encouraged to visit more often. An invitation was extended to all residents to attend the Annual Parish Meeting.

**2. To approve the minutes of the previous meeting on 9 March 2011<sup>1</sup>**

The minutes of the meeting on 9 March were approved as a true record <sup>(Prop AB, 2nd DM)</sup> and signed by the Chairman, after an amendment to item 3.2 to add the words “with a view to” at the top of page 645.

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

- 3.1 The Clerk’s report<sup>2</sup> was considered. And the following were noted:
- the tree surgeon’s report that the trees on the recreation ground land extension posed no problem to the underground cables in his opinion.
  - Cllr Harangozo’s email correspondence with CCC regarding the bus service changes and the cost of the service continuing.<sup>3</sup>
- 3.2 Memorial bench - On a proposition by the Chairman, it was agreed to suspend Standing Orders in view of the additional information received and it was agreed <sup>(Prop SH, 2nd CW)</sup> to approve the design of the bench for the lifetime of the bench. It was agreed in principle to relocate the bench and arrange for a new base to the required specification. Quotes are to be obtained for the next meeting.

#### 4. County Councillor and District Councillor reports and questions<sup>4</sup>

Cllr Whelan reported, covering the Guided Bus, speed limits, local school issues including Meridian pupil transport, Comberton Village College, and a libraries public meeting held in May from which it was noted the Comberton library was at risk. An invitation was extended to the Transport Working Group to revisit its previous request for reduced speed limits through the village. The cost of continuing the bus service was noted.

Cllr Rowlands left the meeting at 9.55pm.

#### 5. Finance and procedure

##### 5.1 To receive the financial report<sup>5</sup> 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 <sup>(Prop DM, 2nd AH)</sup> that the payments as listed in the financial report should be paid, plus Open Spaces Society (Subscription) £40.00, Connections Bus (Youth provision) £1317.84, A Marsh (Pavilion cleaning) £150.00, A Marsh (Recreation Ground Management) £50.00 and LGS Services (Admin support) £1023.56.

CPRE (Affiliation fee)	£29.00
Buchans (Grass cutting)	£181.66
LGS Services (data entry)	£1505.34
CGM Cambridge (Pavilion apron)	£354.00
CGM Cambridge (Village maintenance)	£267.38
SCDC (Rates)	£48.58
XXX (Salary)	£172.12
CGM Cambridge (recreation ground hedge)	£336.00
EON (Electricity)	£197.61
Alarm Maintenance (Fire Alarm Service)	£66.00
S Chapman (Immersion heater)	£65.00

It was noted that the fire alarm maintenance contract had been changed from BT to Southern Monitoring by the Clerk using emergency delegation as BT were ceasing to provide the service and therefore the action needed to be taken swiftly.

##### 5.2 To consider quotes for painting hallway

Two quotes received were considered and it was agreed <sup>(Prop DM, 2nd AB)</sup> to accept the £500 quote from K Newton.

##### 5.3 Street lighting

The options and quotations for street lighting were considered. It was agreed <sup>(Prop CW, 2nd AB)</sup> to obtain energy via CCC with the Balfour Beatty Option 2 maintenance contract.

Cllr Rowlands rejoined the meeting.

##### 5.4 Recreation Manager's report

###### 5.4.1 To consider quotes for replacement hallway flooring

As the Recreation Ground Manager had not as yet obtained the quotes it was agreed that the Council would seek these itself.

###### 5.4.2 Recreation Ground garage – to consider work required

Emergency work to the garage was noted and a letter of thanks is to be sent to Mr Hoover thanking him for the work carried out on a voluntary basis. Quotes are to be obtained for a skilled assessment of the garage by a structural engineer.

###### 5.5 Recreation Ground Manager, cleaner and litter picker – to consider the appointments

On a proposition by the Chairman, in view of its confidential nature, relating to employment matters, it was agreed to defer this item until the end of the meeting.

- 5.6 Legionella Service Contract at Pavilion  
Three quotations were considered and it was agreed to accept the quotation from Beacon Water Treatments in the sum of £600.
- 5.7 To consider quote for work to the Sensory Garden  
It was noted that Mr Sewell had declined to quote. CGM's quote was considered however, Cllr Hollick's kind offer to maintain the sensory garden was gratefully accepted.
- 6. To receive reports and members items and consider recommendations contained therein**
- 6.1 Planning Committee <sup>(AB)</sup>  
Nothing to report.
- 6.2 Affordable Housing Working Group<sup>6</sup>  
It was noted that work had started at The Valley development.
- 6.3 Transport Working Group (TWG)  
Nothing to report.
- 6.4 Tree Group <sup>7</sup>  
It was noted that a dead tree had been removed from The Valley and a hornbeam had been trimmed. A complaint had been received from a resident about this but the tree was dead from disease, and it was agreed to reply that if the resident would like to replace the tree the Parish Council would be very grateful.
- 6.5 Parish Plan working group<sup>8</sup>  
Carried forward.
- 7. To consider matters arising out of correspondence/communications received**
- 7.1 CCC Children and Young People's Services – Youth Club  
Noted.
- 7.2 Proposed storage shed behind the Village Hall
- 7.2.1 Village Hall Trustees – request for permission to build  
The Parish Council granted permission for a shed to be sited to the rear of the Village Hall.
- 7.2.2 Request that the Parish Council submits the Planning Application  
It was agreed that the Parish Council was willing to submit a planning application its name as the landlord and that the Trustees should fully prepare the application (apart from the name and signature of the applicant) and all the plans and to submit these for approval by the Parish Council's Planning Committee before submission to the District Council. The Parish Council is to be reimbursed in full for the cost of the application.
- 7.2.3 Village Hall Trustees and Comberton Toddlers – request for financial contribution towards the proposed shed.  
Before considering the request for a grant further the parish council wanted more information on the amounts raised to dates the funding shortfall, a copy of the playgroup's accounts and how much the Parish Council was being asked to contribute. Residents will be consulted through Contact regarding the S137 donation requests and this will be an agenda item for the next meeting.
- 7.3 Meridian School – school bus service concerns  
It was agreed to support the school and write to CCC expressing the Parish Council's dismay and concerns at the loss of the service to the school, as the route is not gritted in winter and given the impact the Sixth Form College will have on vehicle movements.

5.2 Recreation Ground Manager, cleaner and litter picker – to consider the appointments

At approximately 9.42 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 employment matters, 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 10.20 pm. No members of the public rejoined the meeting.

8. Closure of meeting

Cllr Morison was thanked for many years of service to the Council as this would be her last meeting. Thanks were also extended to Cllr Rowlands on the expiry of his term of office.

It was noted that this would be the last meeting of this Council and Cllr Westgarth indicated that she would be standing down as Chairman after eight years. Thanks were expressed to Cllr Westgarth for all her hard work and efforts.

There was no further business and the meeting closed at 10.20 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.

<sup>1</sup> Minutes of 9 March 2011

<sup>2</sup> Clerk's report

<sup>3</sup> Email correspondence between Cllr Harangozo and CCC

<sup>4</sup> Report of County Councillor

<sup>5</sup> Finance report

<sup>6</sup> Report of Affordable Housing Working Group

<sup>7</sup> Report of Tree Group

<sup>8</sup> Report of Parish Plan Working Group