

COMBERTON PARISH COUNCIL
The minutes of the First and Annual Parish Council meeting held on
Wednesday 11 May 2011 in the Village Hall at 7.30pm

Members present:	Ms A Bacon	Dr J McCabe
Councillors:	Mr A Hollick	Mr S Moffat
	Mrs S Hyde	

In attendance: 4 members of the public, Cllr S Harangozo (District Councillor) and Mrs G Stoehr (Clerk)

Members present signed their declarations of acceptance of office before the start of the meeting.

1. Annual Business

1.1 To elect a Chairman and to receive the declaration of acceptance of office
 Cllr McCabe invited nominations. Cllr Bacon was unanimously elected Chairman ^(Prop JM, 2nd SH) Cllr Bacon signed her declaration of acceptance of office as Chairman.

1.2 To elect a Vice-Chairman
 Cllr Westgarth was unanimously elected Vice-Chairman in her absence, subject to her agreement. ^{(Prop SH, 2nd AH).}

1.3 To approve the minutes of the last meeting
 The minutes of the meeting on 13 April were approved as a true record and signed by the Chairman. ^(Prop AB, 2nd JM, carried with one abstention)

1.4 To co-opt to fill any vacancies resulting from insufficient candidates at election and to make arrangements for any remaining vacancies to be filled
 Dame Veronica Sutherland of Hines Lane was co-opted. ^(Prop AH 2nd JM)

1.5 Review of delegation arrangements to committees, working groups, employees and other local authorities

1.6 Review of the terms of references for committees and working groups
 The terms of reference were reviewed and agreed as follows:

1.6.1 Planning Committee

Comberton Parish Council Planning Committee (The Planning Committee) is delegated:

- To consider and determine, on the Parish Council's behalf, all matters relating to residential planning and development control in the parish (up to 2 dwellings per plot and all associated planning applications e.g. walls, extensions etc).
- To consider and make recommendation on all matters in the adjacent parishes having impact on Comberton parish and to make recommendation to the Parish Council.
- To hold public meetings to gauge residents' views as appropriate
- To respond to communications relating to planning matters.
- To consider and respond to all matters relating to previous applications (e.g. amendments, enforcements, appeals etc).
- To discuss all matters relating to planning matters with officers at the local authorities.
- To attend and represent the Parish Council at SCDC Development Control Committee meetings.
- To consider all matters relating to the conservation area and to make recommendation to the Parish Council.

- To consider and draw up a draft village design statement and to make recommendation for its adoption to the Parish Council.
- To consider all matters relating to commercial applications and other non-residential development within the village and to make recommendation to the Parish Council.
- To consider all matters relating to development of 3 plus dwellings and to make recommendation for the approval or otherwise to the parish council and where appropriate make recommendation for the terms of any S106 agreement.
- To consider any recommendation by the Tree Group and/or Tree Warden on tree applications within the conservation area and to respond to the District Council.
- To consider all matters relating to any landscape or character assessment and to make recommendation.

The Planning Committee:

- Must have due regard to the Parish Council's Standing Orders at all times. In particular that meetings must be held in a public place, properly convened and decisions clearly minuted. It must act as a corporate body.
- Must respond to any direction given by the Parish Council.
- Membership shall be up to seven members with a quorum of three.
- Should elect from amongst its members every six months a Chairman who is authorised to sign all agenda, correspondence and planning responses during their term of office.
- May set up sub groups (working parties) that may meet informally to discuss aspects of the Planning Committee's work and to prepare recommendations for the Committee's consideration. The working parties may contain persons not on the Parish Council.
- May invite individuals, groups and organisations and/or officials to attend its meetings as appropriate and public participation at the meetings is at the Committee's discretion.
- May seek free advice or information from the District or County Councils and/or other body to enable it to understand or carry out its duties more effectively or to bring recommendation to the Parish Council if there is a cost implication to the Parish Council.
- Membership: Cllrs McCabe, Westgarth, Bacon and Hollick. It was agreed to co-opt Mrs Morison as a non-voting member and she does not count towards the quorum.

Focus Group

Focus Group Terms of Reference:

- Brief: A group to consider and respond to new ideas and initiatives and to make recommendations to full council for its consideration.
- Administrative matters: No formal agenda, minutes or meeting room required etc as group not committee
- Financial matters: Delegated to arrange and spend the Community Events budget annually in conjunction with the Clerk.
- Membership: Miss Westgarth, Mr Hollick, (Convenor).
- All members are to be invited to attend meetings and participate.

The Focus Group

- Must have due regard for the Parish Council's Standing Orders.
- May seek advice or information from the District or County Councils and/or other body to enable it to understand or carry out its duties more effectively.

- Should liaise with other Parish Council committees as appropriate.
- May co-opt residents and others to attend.

Tree Group

Terms of Reference:

- Brief: A group to consider and monitor all matters relating to trees and hedging in the public areas of the parish and on land owned or managed by the Parish Council.

The Tree Group is asked to:

- Monitor all trees owned by the Parish Council as detailed in the Tree Survey report dated January 2001 and to make recommendations to full Council for its consideration.
- To consider all matters relating to trees in private ownership where they impact on the public areas and to make recommendation to the appropriate authority.
- Consider all tree applications for work within a conservation area and to make recommendation to the Planning Committee for a response.
- Consider all implications relating to trees and hedging as part of planning applications and S106 Agreements.
- Administrative matters: No formal agenda, minutes or meeting room required etc as a working party not a committee
- Financial matters: The members together with the Clerk are delegated to spend the budget allocated each year for tree maintenance and tree projects having due regard for the Council's standing and financial orders.
- Membership: Cllrs Moffat (reporter), McCabe and Mr R Cook (Tree Warden), Mrs J Winney and Mrs D Morison.

Transport Working Group (TWG)

Terms of reference:

- To continue to review the transport section of the Comberton Parish Plan and to make recommendation for implementation of projects to the Parish Council indicating clearly any anticipated costs, pending the outcome of the next Parish Plan.
- Administrative matters: No formal agenda, minutes or meeting room required etc as a working party not a committee
- Membership: Cllr Moffat and Cllr Bacon (Convenor).

The TWG Group:

- Must have due regard for the Parish Council's Standing Orders.
- May seek advice or information from the District or County Councils and/or other body to enable it to understand or carry out its duties more effectively.
- Should liaise with other Parish Council committees as appropriate.
- May co-opt parishioners and others to join the group.

Flooding Issues, Watercourses and Ditches Group

Terms of reference

- To continue to review the condition of all watercourses, ditches, drains etc in the parish and to make recommendation, where appropriate, to the Parish Council. Consultations.
- Administrative matters: No formal agenda, minutes or meeting room required etc as a working party not a committee
- Membership: Cllr Hollick (Convenor), Cllr Hyde

The Group:

- Must have due regard for the Parish Council's Standing Orders.
- May seek advice or information from the District or County Councils, Environment Agency, Anglian Water and/or other body to enable it to understand or carry out its duties more effectively.
- May co-opt parishioners and others to join the group.

Affordable Housing

Terms of Reference

- To facilitate/encourage provision of affordable homes within Comberton (consistent with Comberton's need) and to make recommendation, where appropriate, to the Parish Council.
- Administrative matters: No formal agenda, minutes or meeting room required etc as a working party not a committee
- Membership: Cllrs McCabe (Convenor), Hyde, Moffat, and Mr Anthony Batement (co-opted).

The Group:

- Must have due regard for the Parish Council's Standing Orders.
- May seek advice or information from the District or County Councils, Water and/or other body to enable it to understand or carry out its duties more effectively.
- May liaise and discuss Comberton's affordable housing need and provision with other parishes, and potential providers of affordable homes, in order to facilitate/encourage provision of affordable homes within Comberton (consistent with Comberton's need).
- May co-opt to two parishioners and others to join the group.
- Should liaise with other Parish Council committees and working groups as appropriate.

Budget Working Group

Carried forward to the next meeting.

The kind offer of Mr B Worrall of Comberton Scouts to serve on a Recreation Ground Committee was noted.

1.7 Receipt of nominations to existing committees and working groups

Dealt with under Item 1.7.

1.8 Appointment of any new committees and working groups, confirmation of the terms of reference, the number of members (including, if appropriate, co-opted members) and receipt of nominations to them.

None.

1.9 Review and adoption of appropriate standing orders, financial regulations and risk assessment arrangements

The Standing Orders, financial regulations, Code of Conduct, and Equal Opportunities Policies were reviewed and confirmed and will be kept under periodic review. It was unanimously agreed ^(Prop SH, 2nd AH) to be mindful of the Equalities Act 2010.

1.10 Review of arrangements, including any charters, with other local authorities and review of contributions made to and expenditure incurred by other local authorities

The two agency service agreements in place with the County Council, namely the Parish Paths Partnership and the verges grass cutting were noted.

1.11 Review of representation on or work with external bodies and arrangements for reporting back

The Terms of Reference were confirmed:

The members as appointed to represent the Council on another organisation or authority are asked to research and attend meetings relating to their area of representation and to report regularly to the Parish Council. Members are also asked to make clear recommendation for action to the Parish Council as and when appropriate. Members should have due regard for the Parish Council's Standing Orders at all times.

1.11.1 Village Hall Representatives: Cllr Hollick and Cllr Hyde

1.11.2 Parish Paths and P3 Co-ordinator: Cllr Westgarth and Cllr Hyde

- To monitor all public rights of way in the parish
- To draw up annually a proposal for improvement and maintenance for public rights of way in the village
- To apply for in and spend conjunction with the Clerk, the annual County Council's parish paths grant
- Must have due regard for the Parish Council's Standing Orders.
- May seek advice or information from the District or County Councils and/or other body to enable it to understand or carry out its duties more effectively.
- Should liaise with other Parish Council committees as appropriate

1.11.3 Police Liaison: all members will be circulated police Panel information and if available will attend.

Terms of reference

- To attend the Police liaison meetings and to circulate the Neighbourhood Panel meeting papers
- To liaise with local PCSO and police as appropriate.
- To liaise and support Neighbourhood Watch and Countryside Watch as appropriate.
- To report and make recommendation to the Parish Council as appropriate.

1.11.4 Countryside Watch:

Cllr Hyde but the merit of re-affiliating will be considered when the renewal fee is due.

1.11.5 Financial Overseer:

The appointment was carried forward and in the meantime this role is to be undertaken by the Chairman.

1.12 Review of inventory of land and assets

All the Council's land has been registered and was reviewed. Leases in operation were noted.

1.13 Review and confirmation of arrangements for insurance cover in respect of all insured risks

It was agreed to accept the offer from Came and Company for 3 years' cover including four months' free cover with Aviva ^(Prop SH, 2nd AB)

1.14 Review of the Council's complaints procedure

No change.

1.15 Review of the Council's procedures for handling requests made under the Freedom of Information Act 2000 (FOI) and the Data Protection Act 1998

It was agreed to add the wording "This Parish Council will endeavour to make as much information as possible available under this scheme however, on occasion other Acts such as the Data Protection Act or the exemptions in the Freedom of Information Act have to be considered prior to information being released and sometimes it may be necessary for information to be withheld or redacted."

FOI and Data Protection to be dealt with by the Clerk as Proper Officer or by the Chairman when the Clerk is compromised

- 1.16 Review of the Council's policy for dealing with the press/media
As detailed in Standing Orders.
- 1.17 Setting the dates, times and place of ordinary meetings of the full Council
The Council will meet on the second Wednesday of every month except for August at 7.30pm in the Village Hall.
- 1.18 Review of dispensations required under the Code of Conduct to enable the Council to conduct its business
None required.
- 1.19 Member training
Ongoing.

Comments & observations from members of the public

The possibility of a litter pick was raised. This will be an agenda item for the next meeting.

2. Apologies for absence and declarations of interest

Apologies were received from Cllr Westgarth and County Councillor Fiona Whelan. Cllr Moffat declared a personal and prejudicial interest in Item 3.4, the Village Hall proposed shed, and the Toddler group request for financial support, as his wife is the Treasurer of the Toddler Group Committee.

3. Matters arising or carried forward

- 3.1 (3) To consider quotations for memorial bench base
The Chair and Vice-Chair with the Clerk were unanimously delegated to accept a sensible quote ^(Prop SH, 2nd AH). It was agreed that the old bench should be placed in storage.
- 3.2 (5.4.1 & 5.4.2) To consider quotations for pavilion flooring and memorial bench base
Awaited – carried forward.
- 3.3 (5.4.2) To consider quotations for structural engineer's report if received
An amount of £375 was approved.
- 3.4 (7.2.3) Village Hall proposed shed
Cllr Moffat, having previously declared a personal interest in this item, left the meeting. As the meeting was not quorate this was carried forward to the next meeting.

4. County Councillor and District Councillor reports & questions

Cllr Harangozo conveyed Cllr Whelan's apologies and delivered her report in her absence.¹

- Cllr Whelan had indicated a wish to meet with the TWG on speeding issues.
- The Parking enforcement policy letter from Richard Preston is to be an agenda item for the next meeting – carried forward.

Cllr Harangozo gave his report² which covered: congratulations on the election result, The Valley, the Sustainable Energy Partnership, and a meeting with the Highways Supervisor.

A resident expressed concerns that The Valley development had stalled. With regard to the new planning application from Paul Harney Associates, it was agreed that the Parish Council's previous concerns still stood and that a pond was now being mentioned in the new application. Cllr Harangozo was asked to investigate with the Planning Officer the specifics of the pond.

A request was made for the sweeping up of loose chippings from the road and paths in Bush Close.

Cllr Bacon reported that a resident of Swaynes Lane had asked to raise his concerns at people cycling on the private part of Swaynes Lane due to the public right of way

being obscured by overhanging hedges. This is to be an agenda item for the next meeting. Cllr Hyde will take a look at the hedge and if it is blocking the right of way the Clerk will report it to the Enforcement Officer.

A number of highways issues were raised. Cllr Harangozo agreed to deal with the encroachment onto pavements as raised at the Annual Parish Meeting. Parishioners were urged to attend the meeting on the future of the library on 25 May at 7-9 pm. It was noted a great deal of support was provided by volunteers.

5. Finance, procedure & risk assessment

5.1 To receive the financial report³ 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 ^(Prop AH, 2nd JM) that the payments as listed in the financial report should be paid, plus Canalbs (Internal Audit) £105.30, Ian Hildrew (Pavilion PAT testing) £35.00, A Marsh (Pavilion cleaning) £50.00 and (Recreation ground management) £150.00 and LGS Services (Admin support) £1380.73. It was agreed that Mr Sewell’s invoice could be paid when received but before the next meeting.

Cambs Fire and Rescue (Fire alarm connection)	£89.80
XXX (Salary)	£172.12
SCDC (Rates)	£23.00

A request for an additional litter bin on the north side of the recreation ground or relocation of the middle bin on the southern side was carried forward to the next meeting.

It was agreed to purchase up to £50 of new plants for the Sensory Garden.

5.1.1 To consider requests for financial support (\$137)

Requests from Comberton Scout Group and St Mary’s Church were considered, and in accordance with its powers under Section 137 of the Local Government Act, 1972, it was agreed that the Council donate £350.00 to Comberton Scouts ^(Prop AH, 2nd SH) and £750.00 to St Mary’s Church ^(Prop SH, 2nd AB), which, in the opinion of the Council is in the interests of the area and its inhabitants.

5.2 Internal Auditor report to the Council

The Internal Auditor’s report was considered and the Chairman will sign and keep a copy of the published agenda.

5.3 Approval of the accounting statements and completion of the Annual Governance Statement FY 2011⁴

The accounts were unanimously approved ^(Prop SH, 2nd AB) by resolution of Comberton Parish Council and the statements in section 2 of the annual return were all answered ‘Yes’ apart from the Trust Funds which was not applicable. The Chairman signed sections 1 & 2 and the supporting accounts on the Parish Council’s behalf.

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

None.

7. Closure of meeting

Cllr Hyde gave her apologies for the next meeting.
Bank signatories will be an agenda item for the next meeting.

There was no further business and the meeting closed at 9.40 pm.

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 Report of County Councillor

² Report of District Councillor

³ Finance report

⁴ Accounts for FY 2011 and Annual Governance Statement

APPROVED