

COMBERTON PARISH COUNCIL
The minutes of the Parish Council meeting held on
Wednesday 8 June 2011 in the Village Hall at 7.30pm

Members present:	Ms A Bacon (Chairman)	Dr J McCabe
Councillors:	Mr A Bateman	Mr S Moffat
	Mr A Hollick	Miss C Westgarth
	Dame V Sutherland	

In attendance: 5 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

Apologies were received from Cllr Hyde (out of parish).

There were no declarations of interest at this point.

Comments & observations from members of the public

A resident enquired regarding the progress of the Valley development. This will be considered under Item 6.2.

2. To approve the minutes of the last meetings on 9 February, 9 March, 13 April and 11 May 2011

The minutes of the previous meetings on 9 February, 9 March, 13 April and the confidential minutes of 13 April, and 11 May, including confidential as and if applicable were all approved^(Prop JM, 2nd SM, carried with 1 abstention) as a true record and signed by the Chairman.

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

(1.2) Cllr Westgarth had declined the nomination for Vice-Chairman and Cllr McCabe was unanimously elected Vice-Chairman^(Prop AH, 2nd AB).

3.1 To co-opt to fill any vacancies

Mr Anthony Bateman of Bush Close was co-opted as a member of the Parish Council^(Prop CW, 2nd SM) and signed the Declaration of Acceptance of Office in the presence of a member.

On a proposition by the Chairman, it was agreed to vary the order of business to take Item 6.7 and Item 4 at this point.

6.7 Proposal to change order of business at meetings to take County and District Councillors reports under the item "Comments and Observations from members of the public"^(Prop SM, 2nd AB) - Carried.

4. County Councillor and District Councillor reports & questions

Cllr Whelan presented her report which covered:

- The meeting on 29 May for the proposed Secondary school. Land is to be purchased by CCC but passed to the Academy.
- CCC speed reduction policies
- A question was asked regarding snagging for the Guided Busway. Information was not known but the Busway is going ahead.

Cllr Harangozo reported on:

- The meeting regarding The Valley. Thanks were extended to Cllrs Westgarth and McCabe for attending.

- The LDF review of housing up to 2021. Consultation begins next year. There is a six week window when sites may be put forward for consideration. Assessment sites will not be considered.

3.2 To review any outstanding Council business and to decide what, if any, action is required

On a proposition by the Chairman it was agreed to discuss the next four items and then consider if a recreation ground committee or working group should be set up and if so what its terms of reference and membership should be.

3.2.1 Bowls Club negotiations

The background as detailed in the approved minutes was considered and it was agreed that a new working group would need to be set up as only one member remained on the Council.

3.2.2 Recreation Ground extension project

The background to the land extension was reviewed. Planning conditions including landscaping are complete but the car park remains outstanding. The Planning Committee is to bring a recommendation and quotations to the next Parish Council meeting, having discussed the matter with South Cambridgeshire District Council first.

3.2.3 Recreation Ground Management arrangements

On a proposition by the Chairman, it was agreed to defer this item to the end of the meeting as it involved the discussion of employment matters.

3.2.4 Parish Plan ^(JM)

The Terms of Reference were confirmed as follows:

- To look at the results from the questionnaire, obtain some cross analysis with a view to the Council drafting a summary report.
- To look at the Localism bill requirements for parish planning
- To discuss with ACRE a format for the Parish Plan action report.
- Membership: Cllrs McCabe (Convenor) and Westgarth

The setting up of a Recreation Working Group or Committee was carried forward to the next meeting.

3.2.5 Hillfield Road bollards

The TWG are to arrange the meeting with the residents before the next meeting and to report to the next meeting.

3.2.6 Changes to Membership of Working Groups and Member Responsibilities

Cllr McCabe – the Clerk's line manager.

Cllr Bacon joined the Affordable Housing Working Group.

Cllr Moffat resigned from the Tree Group due to the workload.

Cllr Westgarth joined the Tree Group and took over as Convenor.

Cllr Bateman joined the TWG.

The Terms of Reference for the Tree Group was carried forward to the next meeting to consider further if they should include the remit of environment and biodiversity.

3.3 Memorial bench – to consider quotations received

It was agreed to suspend the Standing Orders to consider the one quotation received for the work. It was agreed ^(Prop AB, 2nd CW) to accept the quotation from CGM for £667.59 with the provisos that, at no additional cost they remove the existing bench and put it in the garage, remove all of the broken base from the site and liaise with Mrs Sims re the installation of the new bench as this needs to be put in at the same time as the base.

- 3.4 To consider quotes for flooring in the pavilion
The quotes were considered and it was agreed to request samples from the companies that had quoted.
- 3.5 Recreation ground garage structural report
The report from the Roger Driver Partnership was considered which found no structural problems only vandalism. It was agreed that the hole should be re-filled by Mr Hoover and that he should invoice the Council for this work, Cllr Bateman will ask Jason Moore for a quote for external featherboarding. Also a quote for reinforcement will be invited from Mr Hoover. The Tree Group will review the surveyors comments about cutting back the hedge to the rear of the garage.
- 3.6 Village Hall trustees and Comberton Toddlers proposed shed
Cllr Moffat declared a personal interest as his wife was the Treasurer of the Toddler Group. The Clerk advised on the Code of Conduct with regard to declarations of interest on regulatory and financial matters. Cllr Moffat left the meeting.
Letters from the Village Hall Committee and the Comberton Toddler Group were considered. The Clerk advised that VAT recovery on behalf of a third party was not permissible. The request for financial assistance from the Comberton Toddler Group was considered and in accordance with its powers under Section 137 of the Local Government Act, 1972, it was agreed that the Council donate £100 to the Comberton Toddler Group, which, in the opinion of the Council, was in the interests of the area and its inhabitants ^(Prop CW, 2nd AB, carried with 2 abstentions) Cllr Moffat rejoined the meeting.
- 3.7 FP6 and cycling on Swaynes Lane (private road section)
Cllr Bacon declared an interest however it was noted that the resident had withdrawn the matter so the private road matter would not be discussed.
The overhanging hedges on FP6 had been reported to the County Council's enforcement officer.
- 3.8 Village litter pick
It was agreed to hold a litter pick in September or October. Cllr Moffat is to organise this.
Letters are to be sent to Mr Patel and to Mr Stephen Munday of Comberton Village College regarding litter.
4. County Councillor and District Councillor reports & questions
Taken earlier.
5. Finance, procedure & risk assessment
- 5.1 To receive the financial report 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 CW, 2nd AB, carried with one abstention) that the payments as listed in the financial report should be paid, plus R Sewell (flower beds) £25.00 and £25.00, LGS Services (Admin support) £1083.16, A Marsh (Pavilion cleaning) £50.00 and (Recreation ground management) £120.00, CPALC (affiliation fee) £6.68, CGM Cambridge (bridge) £338.40, CGM Cambridge (roof) £75.60, Southern Monitoring £367.20, Beacon (Legionella testing) £720.00.
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| SCDC (Rates) | £23.00 |
| Comberton Scout Group (S137) | £350.00 |
| St Mary's Church (S137) | £750.00 |
| Playsafety Ltd (Play equipment checks) | £108.00 |
| CGM (Grass cutting) | £659.88 |
| Fine Fettle (Pavilion painting) | £500.00 |
| RDP (Building inspection) | £240.00 |

XXX (salary)	£172.12
BT (Telephone)	£48.00

5.2 Review and appointment of Bank signatories and RFO authorisation

The bank signatories were agreed as Cllr Bacon and Cllr Sutherland and the Clerk's authority to administer the accounts as agreed in 2004 will remain unchanged. ^(Prop JM, 2nd CW)

6. To receive reports and recommendations from committees, working groups and members

6.1 Planning Committee

Nothing to report.

6.2 Affordable Housing Working Group

Cllr McCabe reported on a meeting with Cllr Harangozo and Alison Turnbull of Cambridge County Developments to discuss The Valley affordable housing. Scheme. Cllr Bateman declared a personal interest in this item due to having an interest in affordable housing.

Discussions had included negotiations with the new builder, discharge of the planning requirements, and provision of a sustainable drainage ditch. The S106 terms received from Ms Turnbull included the offer of a sum in the absence of play equipment and the taking over of the Public Open Space by the Parish Council. Cllr McCabe reported on the letter received from Ms Turbull regarding the S106 Agreement. A wildflower meadow will be provided for quiet enjoyment. Trees in the landscaping plan were briefly considered and it was agreed that the Parish Council did not want ash trees.

Given the urgency of completing the S106 it was agreed that this could not be carried forward to the next meeting and ^(Prop AB, 2nd CW) to delegate to Cllrs Westgarth and McCabe in conjunction with the Clerk to negotiate the finer points and sign the S106 agreement.

6.3 Transport Working Group including speed stickers

In response to the offer from SCDC it was agreed to order 120 stickers free of charge for Long Road, Barton Road and West Street. The Transport Working Group will distribute.

6.4 Tree Group including resident's complaint re fallen tree in Swaynes Lane

Water for the new trees had kindly been provided via a local farmer's water bowser which had been vandalised. It was agreed ^(Prop AB, 2nd AH) to reimburse Mr Scott £100 for the damage.

Thanks were extended to Mr Cook, Mrs Winney and Dr McCabe, for watering the trees. A dead tree had been felled and a new tree will be planted in autumn. A resident's kind offer to donate a tree was gratefully accepted.

Jubilee trees will be an agenda item for the next meeting.

Mr Charles Chambers had been assisting the Tree Warden with maintenance work and it was agreed to co-opt him onto the Tree Group if he would like to accept. He will then be covered by the Council's volunteer insurance cover.

The Tree Group will trim an overhanging tree adjacent to 8 Milner Road in the autumn.

CGM is to be asked to leave a crescent around the new trees on the land extension.

A resident's letter referring to fallen trees which he had cleared off the highway in Swaynes Lane was considered.

6.5 Parish Paths Partnership and grant application

Cllr Westgarth reported on the recent application which included proposed work to the Causeway and also FP5.

6.6 Recreation Ground Manager’s report

On a proposition by the Chairman, it was agreed to vary the order of business to carry this item forward to the end of the meeting.

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

7.1 NHS Comberton Surgery application to be included on the pharmaceutical list

It was agreed to respond that it fully supported the application.

7.2 Connections Bus invitation to visit the bus to see their work

The kind invitation to visit the bus was accepted. Cllrs Bacon and Hollick are to attend.

7.3 CCC – Parking enforcement policy

Concerns were expressed that this appeared to be a money making exercise. Details of the proposals are to be emailed to all members and the Clerk will collate the response and submit it on the Parish Council’s behalf.

7.4 CCC Library Consultation

The consultation was considered and it was agreed to reply that the Parish Council accepts that if reducing the library ours is the only way to keep the service running then it has no objection to the opening hours as shown

3.2.3 Recreation Ground Management arrangements & 6.6 Recreation Ground Manager’s report

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 matters concerning an employee, 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 10.09 pm. No public rejoined the meeting.

8. Closure of meeting

There was no further business and the meeting closed at 10.10 pm.

SignedChairmandate