

**COMBERTON PARISH COUNCIL**  
**The minutes of the Parish Council meeting held on**  
**Wednesday 14 September 2011 in the Village Hall at 7.30pm**

|                  |                         |                   |
|------------------|-------------------------|-------------------|
| Members present: | Dr J Mc Cabe (Chairman) | Dame V Sutherland |
| Councillors:     | Mr A Bateman            | Miss C Westgarth  |
|                  | Mr S Moffat             |                   |

In attendance: 25 members of the public, Mr Lawrence Green (SCDC), Mr Simon Sommerfield-Large (Laragh House Developments), Mrs Suzan Griffiths (Chairman, Friends of Comberton Area Library) and Mrs G Stoehr (Clerk)

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

Apologies were received from Cllrs Bacon and Hollick (out of parish).

The resignation of Cllr Hyde for personal reasons was noted. The Council recorded its thanks to Mrs Hyde for her long service to the Council.

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

The Secretary of Comberton Scouts requested financial support. This will be an agenda item for the next meeting.

A petition signed by over 250 residents opposing the proposed affordable housing development in Long Road was handed to the Council.

Suzan Griffiths, Chairman of FOCAL (Friends of Comberton Area Library) provided an update and urged volunteers to come forward to support the library. A CCC cabinet decision about its future is awaited and it was requested that financial support be considered when the Parish Council sets its precept. Similar approaches have been made to other parish councils. The Friends group has set up a website and an article will be written for the next newsletter. Residents were encouraged to join the group and support the library.

Mr Tim Scott, tenant of the field where development is proposed, expressed disappointment that he had not been directly informed. Concern was expressed at the lack of infrastructure at the location.

Lawrence Green of South Cambridgeshire District Council spoke about Emergency Planning for Parishes. The draft model plan can be modified to suit the needs of parishes Mr Green was thanked for attending. This will be an agenda item for the next meeting.

The District councillor's report was taken as read.

**2. To approve the minutes of the last meeting on 13 July 2011**

The minutes of the previous meeting on 13 July were approved <sup>(Prop CW, 2nd AB)</sup> as a true record and signed by the Chairman, after the following amendments: the last line of page 665 to read "nearby" site; under item 3.25 "regarding the walk", and under 7.4 to insert the words "of the car scheme".

On a proposition by the Chairman, it was agreed to vary the order of business to take Item 5.2 next.

**5.2 Affordable Housing Working Group**

Cllr McCabe reported that Alison Turnbull of Cambridge and County Developments had confirmed that the S106 agreement for The Valley was still being prepared. spoke to her group's report on the meeting with Laragh Housing. It was unanimously agreed <sup>(Prop CW, 2nd VS)</sup> to hold a public consultation as soon as possible. The aim will be to meet in late October and the date will be publicised in Comberton Contact, on the website and notice board, the shop and the library.

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

#### 3.0 Clerk's report

The Clerk's report was noted which included background to items on the agenda and also Cllr Hollick's report on the Comberton Library, the NHS refusal decision for the application by Comberton Healthcare Ltd for inclusion into the Cambridgeshire Pharmaceutical list and the outcome of the CCC HCV Strategy consultation.

#### 3.1 (3.1) Co-option to fill vacant seat on the Council – Mary Richards, Barrons Way

Mrs Mary Richards was unanimously co-opted <sup>(Prop JM, 2nd CW)</sup> as a member of the Parish Council. An invitation was extended to all parishioners to stand for co-option and to join the Parish Council.

#### 3.2 Budget Working Group – to consider terms of reference and membership

It was agreed <sup>(Prop CW, 2nd VS)</sup>, that –

The Working Group is to prepare a recommendation to the January Parish Council meeting on the budget. The working group is asked to take the baseline budget which will be prepared by the Clerk and consider this against the agreed principles and add any special projects etc to it before making recommendation to the Council.

Membership: Cllr Westgarth (Convenor) and Sutherland.

The Council's principles to be applied to its budgets were reaffirmed as -

- The Council will continue to look for other sources of funding apart from the Precept to fund its budget
- There should be strategic benefit
- The Council should endeavour to make the pavilion run at as near to, if not at, nil cost
- Support should be given to other village groups and organisations which benefit the village.

It was noted that all but two residents had left by this point.

#### 3.3 (3.2.6) Recreation Ground Working Group report and recommendations including co-option of new members

The working Group's report was considered.

The Terms of Reference for the Group were updated as follows <sup>(Prop SM, 2nd CW)</sup>

It was agreed in addition to the previously agreed terms of reference that the Working Group is to seek quotes and source grant an other funding for any recommended work and draw up a fully costed plan for the recreation ground.. This is to include recommendations using the current budget and also recommendations for the FY2013 budget.

It was agreed that Ms Chrissie Moore should be co-opted to the Recreation Ground Working group.

A copy of the land extension covenants is to be passed to Cllr Moffat. The Clerk referred to the legal opinion received in the past from the Council's solicitor and advised on the risks of acting on new advice without the formal legal cover.

The correspondence from Comberton Crusaders and the request to lease the land for pitches primarily for their use but also for others, was considered. It was agreed to take item 3.7 so this and the next item could be discussed together.

#### 3.7 (3.2.5) Queen's Jubilee including proposal for tree planting

Following long discussion it was agreed that there should be mixed use of the Recreation Ground and that the report and recommendations drawn up by the Tree Group and considered this evening be adopted.

It was noted that the Tree Group had applied for grant funding towards the wood and the other costs as detailed in the report recommendations were agreed. It was also

agreed that this matter would be revisited if the Tree Group's grant application was unsuccessful. <sup>(Prop SM, 2nd AB)</sup> Cllr Westgarth will act as the Project Manager as referred to in the report and the Clerk was delegated to place orders etc, inline with financial regulations to complete the project.

At 9.27 pm Cllr Moffat left the meeting briefly and returned at 9.30 pm. The meeting was adjourned while he was absent.

The Recreation group Working Group was asked to liaise with the Comberton Crusaders regarding their request to lease the land extension. It was agreed that the Jubilee Wood area would not form part of any lease negotiated as the land on which the wood will be sited is unsuitable anyway for pitches.

3.4 (3.5) Comberton Library report

Cllr Hollick's correspondence with the County Council and their reply was noted.

3.5 CPALC – Standing Orders 2010 Minor amendment

It was agreed <sup>(Prop CW, 2nd JM)</sup> to adopt the amendment to standing order 32b recommended by CPALC, to the effect that any written motion to add to, vary or revoke one or more of the Standing Orders, should be signed by three councillors with a note that there may be occasion that the Parish Council might have to decide at a meeting, with a majority decision to vary this particular standing order to expedite its business.

3.6 (3.2.1) Pavilion and Recreation Ground Management arrangements and members' reports

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

3.8 (3.6) Connections Bus and youth provision

The budget working group will consider this and report to the January meeting.

3.9 Flooring

The quotation for extending the flooring to the meeting room Clerk's office was considered and it was agreed not to do these additional two areas and to only accept the quote from Contract Flooring Services (Cambridge) Ltd for £3310.

**4. Finance, procedure & risk assessment**

4.1 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 <sup>(Prop CW, 2nd AB)</sup> that the payments as listed in the financial report should be paid, plus CGM Cambridge (grasscutting contract) £1160.05, Greenham (Legionella testing materials) £39.35, R Sewell (flower beds maintenance) £55.00.

|                                        |          |
|----------------------------------------|----------|
| Cambridge Water (Water bill)           | £276.76  |
| Glasdon (Dog bin)                      | £228.49  |
| CPALC (Training)                       | £70.00   |
| The Tree Council (Tree Warden forum)   | £30.00   |
| Connections Bus Project (Youth bus)    | £1368.00 |
| BT (Telephone) Direct Debit            | £48.00   |
| Alarm Maintenance (Fire Alarm service) | £66.00   |
| Ace Fire (Fire equipment and service)  | £80.46   |
| A Marsh (Pavilion cleaner)             | £120.00  |
| CGM (Grass cutting)                    | £858.85  |
| LGS Services (admin support)           | £1151.70 |
| A Marsh (Pavilion cleaner)             | £120.00  |
| RPM (Play equipment repairs)           | £753.60  |

|                               |          |
|-------------------------------|----------|
| LGS Services (admin support)  | £1069.72 |
| LG Stoehr (salary)            | £344.24  |
| Greenham (Cleaning materials) | £27.64   |
| Dents (garage keys)           | £34.20   |
| BT (Telephone) Direct Debit   | £48.00   |

It was noted that further rates relief had been applied to the pavilion rates and the payment to SCDC of £194.27 detailed in the finance report was now cancelled. The new payment of £35.58, was approved. It was noted that a credit note had been requested from Greenhams for a duplicate invoice and that their payment had been reduced by a duplicate delivery charge a credit note for this was expected also.

Miscellaneous credits received since the last meeting were considered.

4.2 Village Hall – SCDC grant application

It was noted that the support form had been completed between meetings due to the timescales.

4.3 Bowls Club – SCDC grant application

The Bowls Club request for support for a grant application and request for a financial support was noted. As further requested information including a copy of their accounts had not been received it was agreed to carry this forward to a future meeting.

4.4 Financial regulations review

It was agreed <sup>(Prop CW, 2nd SM)</sup> to update financial regulations to link to the Council's internal controls policy and to update the latter to reflect the current practice whereby invoices are initialled by members when checking.

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

5.1 Planning Committee

Nothing to report.

5.2 Affordable Housing Working Group

Taken earlier.

5.3 Transport Working Group

Nothing to report but the group will be meeting with Cllr Whelan. The Working Group is to bring a recommendation on the Hillfield Road bollards to the November meeting.

5.4 Tree Group

Cllr Sutherland declared an interest as living next to the recreation ground.

It was agreed to accept the "Jubilee Oak" been offered by SCDC but to carry forward a decision on where this should be planted to give members time to consider the recommendation that it should be planted in the SW corner of the recreation ground.

A plan is to be circulated and studied by members prior to the meeting.

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

6.1 ACRE Queen Elizabeth II Challenge

It was agreed <sup>(Prop CW, 2nd AB)</sup> to submit an application for the land extension and Jubilee Wood for protection under the scheme.

6.2 CCC Application for changes to bus service Charter Travel 127

Noted.

6.3 Crime and Disorder Partnership questionnaire

Speeding and littering were considered the main aspect of anti-social behaviour.

6.4 CCC preparing for the forthcoming winter season

It was not to become involved in spreading the grit or undertake training. The salt bin purchased by the Meridian School had not arrived and is to be chased.

At 10.05 pm on a proposition by the Chairman, carried unopposed, 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 matters concerning employees, the public were temporarily excluded from the meeting and were instructed to withdraw. Members of the public left the meeting and did not return. The Clerk was invited to remain.

**7. Closure of meeting**

At 10.20 pm the meeting was declared re-opened to the public. There was no further business and the meeting closed at 10.20 pm.

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

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APPROVED