

COMBERTON PARISH COUNCIL
The minutes of the Parish Council meeting held on
Wednesday 12 October 2011 in the Village Hall at 7.30pm

Members present:	Miss A Bacon ^(AWB) (Chairman)	Mr S Moffat ^(SM)
Councillors:	Mr A Bateman ^(AB)	Mrs M Richards ^(MR)
	Mr H Griffiths ^(HG)	Mr T Scott ^(TS)
	Mr A Hollick ^(AH)	Dame V Sutherland ^(VS)
	Dr J McCabe ^(JM)	Miss C Westgarth ^(CW)

In attendance: 10 members of the public, including Cllr S Harangozo (District Councillor), Cllr F Whelan (County Councillor), and Mrs G Stoehr (Clerk)

1. Apologies for absence and declarations of interest

There were no apologies for absence, nor declarations of interest at this point.

Comments & observations from members of the public

An enquiry was made regarding the status of the proposal for affordable housing and whether the meeting on 3 November was still going ahead.

It was observed that no report had appeared in Contact. The Clerk apologised that the deadline had been missed. It was noted that a notice had been included on Affordable Housing.

Cllr Whelan reported on:

- A letter from Andy Swallow of CCC regarding the results of a survey at the junction of Barton Road and Harbour Avenue, which does not meet the criteria for improvements.
- The bus service survey on the CCC website which residents were urged to complete.
- CCC is considering cutting funding for schools. Vegetation on the road to Toft needs regular pruning to allow children walking easy passage. Cllr Westgarth declared a personal interest in this as Chairman of Governors at Meridian School.

Cllr Harangozo reported on:

- The Call for Sites and Comberton's status as a group village.
- His duties as a District Councillor and the reasons why reports include County and other matters.
- In response to a query as to how the District Council stood legally on providing affordable housing, Cllr Harangozo detailed the responsibilities and process. Comberton was at the top of the list of priorities for need at SCDC. The District Council does not have funds so does as much as it can.
- The portfolio holder for libraries is undertaking further consultation.

2. To approve the minutes of the last meeting on 14 September 2011

The minutes of the previous meeting on 14 September were approved ^(Prop CW, 2nd JM, carried with 2 abstentions) as a true record and signed by the Chairman, after the following amendments: the word "petition" to be inserted in the comments, second paragraph; under item 3.7, to read "the wood will be sited"; under item 1 "thank long-serving member"; after "public consultation", to delete the word "meeting".

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

The Clerk's report which included background to items on the agenda was noted.

3.1 (3.1) Co-option to fill vacant seat on the Council – Hywel Griffiths, Barrons Way

Mr Hywel Griffiths was unanimously co-opted ^(Prop CW, 2nd AH) as a member of the Parish Council. It was agreed to consider an application from Mr Tim Scott who was also unanimously co-opted ^(Prop CW, 2nd AB) as a member of the Council. Both signed the declaration of acceptance of office and received a new member's pack. The

declaration of members' interests forms are to be completed and returned within 28 days.

The Chair briefly adjourned the meeting to allow Cllr Scott to speak under Section 12 (2) of the Code of Conduct. Cllr Scott declared a personal and prejudicial interest as a tenant of the field where the affordable housing development in Long Road was proposed. He made a statement expressing disappointment that he had not, as tenant of the land been personally told about the proposal.

On a proposition by the Chairman, the order of business was varied to take Item 5.2 at this point.

5.2 Affordable Housing Working Group including update on Long Road Affordable Housing

Cllr McCabe reported that the provisional date of 3 November for the public consultation had been put in Contact. The developer had notified her that he was pulling out. Hundred Houses Housing Association has indicated that it is still interested and is willing to undertake a consultation. Icení Homes are recommending a need for affordable housing but no more will be known until this is raised with the landowner. They are also agreeable to involved with the public consultation.

3.2 (Comments) Emergency plans for Parishes

It was agreed to complete in a brief manner so the District Council has some contact details in an emergency.

3.3 (6.1) ACRE Queen Elizabeth II Challenge

Cllr McCabe spoke to her report on the Challenge r meeting with Action for rural communities in England (ACRE). It was agreed that the existing Recreation Ground and Watts Wood should also be included in the application^(Prop JM, 2nd CW).

3.4 (5.4) Jubilee tree – to agree planting location

Cllr Sutherland declared an interest as adjacent resident to the site. It was agreed^(Prop CW, 2nd VS) to the new location on the old grass courts, sited away from the bunker so that the foundations were not undermined.

3.5 (3.6) Pavilion and Recreation Ground Management arrangements and members' reports

The confidential minutes of the last meeting were approved as a true record^(Prop CW, 2nd JM) and signed by the Chairman. One application had been received for the cleaner vacancy. The interview panel will consist of Cllr Sutherland and Cllr Bacon. The rest of this item was adjourned to the end of the meeting.

3.6 Village Hall – to co-opt trustee following member resignation

Carried forward. Mrs Hyde's kind offer to continue to oversee the flowerbeds was accepted.

3.7 Employment matter

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

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^(Prop JM, 2nd CW) that the payments as listed in the financial report should be paid, plus Balfour Beatty (streetlight maintenance) £182.21, S & J Cleaning Contractors (Pavilion cleaning) £84.00, CGM Cambridge (grasscutting contract) £640.58, LGS Services (admin support) £1165.39. It was noted that a streetlight near the allotment was out of

order and this will be reported. The letter from Paul Quigley of SCDC, explaining that SCDC would be reassuming responsibility for street light maintenance, was noted. It was agreed to release payment of Mr Sewell's outstanding invoice between meetings.

SCDC (Rates)	£35.00
LG Stoehr (Salary)	£172.12
A Marsh (Pavilion cleaner)	£60.00
RPM (Memorial bench works)	£1116.00
Moore Stephens (Annual audit)	£494.40
EON (Electricity)	£47.84

Credits received since the last meeting were noted.

4.2 Moore Stephens Audit conclusion

The report of the auditors, Moore Stephens that "On the basis of our review, in our opinion the information contained in the annual return is in accordance with the Audit Commission's requirements and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met", was noted.

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

5.1 Planning Committee

The new Chair of the Planning Committee was noted.

5.2 Affordable Housing Working Group including update on Long Road affordable housing

Taken earlier.

5.3 Transport Working Group including Barton Road speed reduction from the Long Road roundabout towards Barton – extending the 30 mph zone 400 metres further up Barton Road

Cllr Moffat proposed that the costs of extending the 30 mph limit should be extended. Cllr Harangozo has the wheelie bin stickers. It was noted that the salt bin had never been delivered and the Parish Council will challenge the Highways Supervisor to provide the bin or a refund.

Cllr Moffat reported that a meeting was to take place with the Highways Supervisor at Hillfields Road. Carried forward.

5.4 Tree Group

Cllr Westgarth spoke to her report. The application to the Woodlands Trust was not successful. A good response had been received from Comberton Contact regarding the Jubilee planting. The Chairman drew attention to the land covenants a copy of which had been given to each member. It was unanimously agreed ^(Prop CW, 2nd SM) to purchase the trees for the Jubilee wood at a cost of £630 before a 35% discount.

A resident's complaint to the RSPCA regarding the effect of the pond water level on the ducks was considered and it was noted that the RSPCA had said the Parish Council had no duty of care in these circumstances and its liaison with the Environment Agency was appropriate. The Environment Agency's suggestion to remove the silt in the pond while it was dry was considered. A proposal to take no action regarding the silt was not seconded. It was agreed ^(Prop AH, 2nd AB) to carry the matter forward pending Pat Matthews of SCDC's return from holiday.

It was agreed ^(Prop CW, 2nd SM) that the grass cutter should clear the pond litter and check the depth of the silt and remove the milk crate, bricks and trolley.

5.5 Recreation Working Group

Chrissie Moore was co-opted to the working group for the purpose of fundraising for equipment on the Recreation Ground. Procedures are to be put in place for handling donations and any grants received etc in line with financial regulations. Cllr Moffat report that he was meeting with the Crusaders tomorrow to discuss their offer to lease the land extension.

Details of S106 funds for the recreation ground had been supplied to Cllr Moffat for the working group. It was noted that S106 monies for the new build were still outstanding.

5.6 Parish Plan Steering Group

Cllr McCabe reported on a discussion with ACRE. A review of the last plan is to be undertaken.

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

6.1 SCDC – Strategic Housing Land Availability Assessment – Publication of List of Sites

Noted.

6.2 Boundary Commission – initial proposals for new Parliamentary constituencies in England

The new proposals would mean the village would be incorporated into the St Neots Constituency. The Parish Council did not wish to be moved into another constituency and agreed ^(Prop CW, 2nd AB) to object strongly to the proposals.

At 9.36 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. Cllr Moffat left the meeting. The Clerk was invited to remain.

7. **Closure of meeting**

At 9.46 pm the meeting was declared re-opened to the public.

Thanks for arranging the litter pick were extended to Cllr Moffat in his absence.

The Assets Walk is to be arranged.

Working group membership is to be an item for the next meeting. There was no further business and the meeting closed at 9.50 pm.

SignedChairmandate