

**COMBERTON PARISH COUNCIL**  
**The minutes of the Parish Council meeting held on**  
**Wednesday 8 February 2012 in the Village Hall at 7.30pm**

|                  |  |                                   |
|------------------|--|-----------------------------------|
| Members present: | Miss A Bacon <sup>(AWB)</sup> (Chairman) | Mrs J Preston <sup>(JP)</sup>     |
| Councillors:     | Mr H Griffiths <sup>(HG)</sup>           | Mr T Scott <sup>(TS)</sup>        |
|                  | Mr A Hollick <sup>(AH)</sup>             | Dame V Sutherland <sup>(VS)</sup> |
|                  | Dr J McCabe <sup>(JM)</sup>              | Miss C Westgarth <sup>(CW)</sup>  |
|                  | Mr S Moffat <sup>(SM)</sup>              |                                   |

In attendance: 11 members of the public, Cllr S Harangozo (District Councillor), and Mrs G Stoehr (Clerk)

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

Apologies were received from Cllrs Bateman, Richards and Pemberton, and also from Mr Crossley.

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

Ingrid Sims, Comberton Crusaders suggested a proposal to set up a separate committee to the Parish Council (rather than a sub-committee) and listed the Club's conditions if this were to go ahead.

A resident living in Hines Lane spoke to his letter to the Council as previously circulated and expressed his concerns at the enlargement of the car park and the potential implications for parking in Hines Lane.

A resident asked that items on the recreation ground be brought forward for early discussion.

Cllr Whelan's report included:

- CCC budget and increase in Council Tax of 2.9%
- Pothole reporting
- Problems with school buses. Problems should be reported to Cllr Whelan.
- Police Neighbourhood Panel

Cllr Harangozo spoke to his report which included;

- SCDC Council Tax – no change
- Cavity insulation grants
- His thanks to the Chairman for attending the recent bus services meeting

**2. To approve the minutes of the last meeting on 11 January 2012 and the confidential minutes of 11 January 2012**

The minutes of the previous meeting on 11 January were approved <sup>(Prop JM, 2nd CW)</sup>, as a true record and signed by the Chairman, after the amendment under Comments and Observations, 2<sup>nd</sup> paragraph to read attended 'the Council Meeting'.

The confidential minutes of 11 January were approved as a true record <sup>(Prop CW, 2nd JM)</sup> and signed by the chairman.

**3. Co-option to fill casual vacancy – Peter Crossley, 59 Barrons Way**  
 It was agreed to co-op Peter Crossley on to the Parish Council. <sup>(Prop AB, 2nd VS, 1 abstention)</sup>

The Chairman varied the order of business to bring forward item 6.4

**6.4 Recreation Ground Working Group (RWG) report**

Items 6.4.1 to 6.4.4 were taken together.

**6.4.1 Proposal - The PC authorises the RWG to invite sports clubs and other users of the recreation ground to participate in a Recreation Ground Extension Steering Group (RESG)**

**6.4.2 Proposal - The Parish Council authorises the RWG to appoint as many representatives as it considers appropriate to the RESG**

6.4.3 Proposal - The purposes of the RESG shall be to explore sources of funding to develop the recreation ground extension, to submit applications for funding which appear to it to be appropriate and any other purposes which the Parish Council shall authorise.

6.4.4 Proposal - The RESG shall not accept any funding or conditions for funding without first obtaining authorisation from the Parish Council

The RWG's written reports were considered.

The proposals in the list above, items 6.41. to 6.4.4 were unanimously approved <sup>(Prop HG, 2nd SM, unanimous)</sup>

It was noted that details of any projects, schemes or grants would still need to be brought before the Council for consideration and discussion in public and its approval.

#### **4. Matters arising or carried forward from the meeting or a previous meeting for discussion or decision and to note the Clerk's report**

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

##### 4.1 (3.1) Village Hall Committee – appointment of trustee

The email from Dr Wright, Chairman of the Village Institute Trustees (VIT), the old correspondence from the Village Institute and the heads of terms for the Village Hall lease in 2005 were considered. It was agreed to write to the VITs asking them to complete the process for the new trust document as previously agreed.

As the Parish Council had always appointed up to two trustees to share and support the Village Hall's work the Parish Council would endeavour to nominate a second trustee. Members interested in considering this position were invited to contact the Clerk for more information on the position and the role of trustee.

##### 4.2 (3.2) Deed of Dedication for Watts Wood

Carried forward to the next meeting as advice from the Local Association (CPALC) was still awaited.

##### 4.3 (4.3) To consider tenders the received for the recreation ground car park

The RWG's recommendation for the contract was considered and it was agreed to accept the tender from Saunders Landscape for £17,177 plus VAT on the condition that the Football Association does not raise any concerns that this work might prejudice any grant application to it. <sup>(Prop HG, 2nd RWG, unanimous)</sup> Quotes are to be obtained for a replacement recreation ground gate and also sign noting timing of gate closures and these will be considered at the next meeting.

##### 4.4 SCDC Arts Awards – to receive nominations

It was agreed to nominate Brenda Brown for her work with Comberton Cantable and the Saturday Morning Orchestra. <sup>(Prop HG, 2nd JM)</sup> Cllr Griffiths is to draft the nomination.

#### **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. This was checked by a member against the invoices and statements before the cheques were signed at the end of the meeting. It was agreed <sup>(Prop AWB, 2nd CW)</sup> that the payments as listed in the financial report should be paid, plus Dents (keys) £75.30, EON (Electricity) £164.14, and Ridgeons (toilet seats) £40.49.

|                                |          |
|--------------------------------|----------|
| Alarm Maintenance (Fire Alarm) | £66.00   |
| Sportsafe UK (Tennis winder)   | £13.75   |
| Glasdon (Bin)                  | £116.98  |
| SCDC (Rates)                   | £35.00   |
| LG Stoehr (Salary)             | £172.12  |
| LGS Services (Admin Support)   | £1796.43 |

|                                    |         |
|------------------------------------|---------|
| Greenham (Cleaning materials)      | £29.26  |
| Peter Oakes (Tree Works)           | £96.00  |
| Cambridge Water (Water bill)       | £147.20 |
| CGM (Weed Spray)                   | £34.80  |
| Greenham (Cleaning materials)      | £87.44  |
| Greenham (Cleaning materials)      | £18.28  |
| RPM (Bench)                        | £252.00 |
| RPM (Bin Installation)             | £72.00  |
| S & J Cleaning (Pavilion Cleaning) | £126.00 |
| C Stewart (Litter Picker)          | £42.06  |

Credits received between meetings including shared affiliation fees were noted.

It was agreed to continue membership with Countryside Watch at a cost of £30. <sup>(Prop AWB, 2nd VS)</sup>

It was agreed that anyone donating money towards the Jubilee Wood project should think of their donation as going towards the project and not owning one specific tree. It was also agreed that any amount would be gratefully received.

5.2 To consider any quotation received for Safer Routes to School footpath

Cllr Westgarth declared a personal interest as Chair of Governors. It was agreed that the RWG should look at the quotations and options received and make a recommendation to the next meeting.

The quotation from CGM for the Jubilee Wood management plan annual work was considered. It was agreed to accept the quote for £650 but to defer cutting of hedge on the eastern boundary until the autumn and other works associated with the new trees until autumn.

Further vandalism to the skatepark was noted and it was noted that the Police were dealing with these incidents. A quotation for the repair to the surface was considered and it was agreed to seek reimbursement from the parents of the youths.

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

6.1 Planning Committee

The minutes of the last two meetings which had been circulated were taken as read.

6.2 Transport Working Group Hillfield Road proposed bollards

The Transport Working Group written report and recommendation for bollards on two grassed areas in Hillfield Road to prevent damage by vehicles was considered. It was agreed to install bollards around the two worse affected areas and to monitor the other areas. <sup>(Prop SM, 2nd HG)</sup> The work to be undertaken by Cambs Outdoor Living as previously agreed (Item 6.3 9<sup>th</sup> March 2011).

Cllr Moffat reported that the Local Minor Highways Improvement Scheme Bid had been submitted.

6.3 Bus services meeting – to consider the Parish Council part funding the service

Cllr Bacon reported on the meeting she had attended and the minutes which had been circulated were taken as read. It was agreed that a grant application could be submitted when enough local parishes also agreed to apply to make the project worthwhile. <sup>(Prop AWB, 2nd HG)</sup>

6.5 Focus Group – Jubilee Walk – proposal to seek grant funding for the project

The Focus Group's written report on the Jubilee route and waymarking requirements was considered. It was agreed that the Focus Group could apply for a grant from Awards for All. <sup>(Prop CW, 2nd AH)</sup>

The Chairman reported on the Church's approach to ask if the Parish Council want to organise something when the beacon is lit for the Jubilee. It was agreed that the Focus Group should organise something and liaise with the Church. Licences are to be applied for as required and any cost implications are to be brought to the next meeting.

#### 6.6 Joint Villages Meeting

Cllr Scott reported on the minutes of the Joint Villages Meeting he had attended as a councillor at Barton. It was agreed to invite Mr Miles to attend a meeting to outline procedure for the forthcoming Strategic Housing Area Assessment (the call for sites). Cllr Scott declared a personal interest as a tenant of one of the sites in 'the call for sites'.

The Chairman varied the order of business to take item 6.7 at the end of the meeting.

#### 6.8 Tree Group

It was agreed to cover the £65 cost of the Tree Warden attending the Valuing Trees and Woodlands, RFS and RASE conference 2012.

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

#### 7.1 Meridian School PTA request to use Recreation Ground for Fun Run

Permission was granted to the PTA for its use of the Recreation Ground for the Fun Run on 24 June 2012. (Prop CW, 2nd JM)

#### 7.2 Elsworth Parish Council – invitation to join with it in the retention of a Planning Consultant

It was decided that more information was required and this was deferred to the Planning Committee to liaise and find out costs etc.

#### 7.3 Cambs County Council - Community Hub meeting

Correspondence from the County Council was considered and it was agreed the Parish Council would host this in the village hall. It was also agreed that the Chairman would attend and report to the next meeting however, the CCC is to make all the arrangements.

#### 7.4 Localism Bill changes to Code of Conduct legislation and consultation

Noted.

#### 6.7 Appraisal Working Group

At 9.20pm 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 Council considering employment matters, 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 and Cllr Moffat also left the meeting.

The Clerk and Cllr Moffatt returned to the meeting at 9.35pm and the meeting was declared re-opened to the public.

The following were agreed:-

- County and District Cllrs are to be reminded of the timing for submitting their reports.
- Cllrs Westgarth, Sutherland and McCabe are to meet with the Clerk to draw up the list of suggested actions for inclusion in the Parish Plan Summary Report so that this can be printed and delivered to each home and also to draft the action plan for consideration at the next meeting.
- The Clerk will be advised of any major considerations by working groups, having legal or financial implications to ensure that the audit trail is in place and financial regulations and procedures are being followed.

**8. Closure of meeting**

It was noted that the training session for all members would take place on 28 March. Apologies were received from Cllrs Griffiths and Westgarth who would be unable to attend.

There was no further business and the meeting closed at 9.46 pm.

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

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APPROVED