

COMBERTON PARISH COUNCIL
The minutes of the Annual Parish Council meeting held on
Wednesday 9 May 2012 in the Village Hall at 7.30pm

Members present:	Miss A Bacon ^(AWB) (Chairman)	Mr B Pemberton ^(BP)
Councillors:	Mr A Bateman ^(AB)	Mrs J Preston ^(JP)
	Mr P Crossley ^(PC)	Mr T Scott ^(TS)
	Mr A Hollick ^(AH)	Dame V Sutherland ^(VS)
	Dr J McCabe ^(JMcC)	

In attendance: 4 members of the public, Cllr F Whelan (County Councillor), and Mrs G Stoehr (Clerk)

1. Annual Business

1.1 To elect a Chairman

Cllr Bacon was unanimously elected Chairman unopposed. ^(Prop VS, 2nd AH)

1.2 To receive the Chairman's declaration of acceptance of office, or, if not then received, to decide when it shall be received

The Chairman's declaration of acceptance of office was signed by Cllr Bacon in the presence of the Clerk.

1.3 To elect a Vice-Chairman

Cllr Sutherland was unanimously elected Vice-Chairman unopposed. ^(Prop JM, 2nd AB)

1.4 To appoint committees or any other officers which the Council deems necessary

1.4.1 Planning Committee

Membership: Cllrs Hollick, Westgarth, Scott, McCabe, and Moffat if he is willing.

Terms of Reference

Comberton Parish Council Planning Committee (The Planning Committee for short) 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.
These members shall be:
 - 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.

1.4.2 Focus Group

Membership: Cllrs Westgarth (Convenor) and Hollick.

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:
- 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.

1.4.3 Tree Group

Membership: Cllrs McCabe, Westgarth (Convenor), and Scott, plus Mrs J Winney (Co-opted) and Mr R Cook (Co-opted and Tree Warden)

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.
- To consider all matters relating to the environment and biodiversity.
- 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.

1.4.4 Transport Working Group (TWG)

Membership: Cllrs Bateman, Moffat (Convenor) and Pemberton.

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.
- Administrative matters: No formal agenda, minutes or meeting room required etc as a working party not a committee

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.

1.4.5 Flooding Issues, Watercourses and Ditches Group

Membership: Cllrs Hollick (Convenor) and Bateman.

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

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.

1.4.6 Affordable Housing

Membership: Cllrs Bateman (Convenor), McCabe, Westgarth, and Moffat.

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

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 up to two parishioners and others to join the group.
- Should liaise with other Parish Council committees and working groups as appropriate.

1.4.7 Finance and Budget Working Group

It was agreed to merge the Finance and Budget into a new working group.

Membership: Cllrs Sutherland, Westgarth, and Crossley (Convenor).

Terms of Reference

The working group will meet quarterly to:

- review the agreed budget against receipts and payments / income and expenditure reporting any significant variance to the Council for discussion.
- monitor the Council's risk and financial regulations policies and consider items referred to it by the RFO or Council.
- keep under review the Council's scale of fees and charges
- undertake the role of the Financial Overseer as identified in the Financial and Risk Assessment policy.
- 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 suggested by other working groups or members to it before making its recommendation to the Council.

The following basic principles are to be applied to its budgets:

- 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.

1.4.8 Recreation Working Group (RWG)

Membership: Cllrs Griffiths (Convenor), Crossley, Preston, Pemberton, Westgarth and McCabe.

The Terms of Reference:

The RWG is to:

- To consider all management aspects of the Recreation Ground and other recreational areas including Watts Wood
- To look at the facilities on the Recreation Ground and their use
- To make recommendations on further Terms of Reference for this working group and also its membership.
- The Working Group is to apply for grants towards a play equipment and trim trail scheme, with the Clerk to check and sign application forms. Full details of any proposed scheme are to be considered and agreed by the Parish Council before submission. (added Dec 2012)
- investigate whether it would be possible to put the Recreation Ground into a Trust, and consult with the Comberton Crusaders and other users
- invite sports clubs and other users of the recreation ground to participate in a Recreation Ground Extension Steering Group (RESG) (added Feb 2012)
- prepare a project plan to extend and improve the recreation ground pavilion (added March 2012)
- Meet the football clubs and Cambridgeshire FA to agree the pitch layout
- Obtain quotes to carry out the proposed work on the rec extension and extension and refurbishment of the pavilion. It would assist if Gail could identify an architect to draw up plans for the refurbishment and extension and the RWG recommended to the Parish Council that she be asked to do so.
- Submit applications for grant funding.
- Administrative matters: No formal agenda, minutes or meeting room required etc as a working party not a committee

The Group:

- Must have due regard for the Parish Council's Standing Orders and financial regulations
- May seek advice or information from other authorities and/or other body to enable it to understand or carry out its duties more effectively.
- Should liaise with other Parish Council committees and working groups as appropriate.

1.4.8 Recreation Ground Extension Steering Group (RESG)

Membership was carried forward for the RWG to report to a future meeting.

Terms of reference:

The RESG

- Shall appoint as many representatives as it considers appropriate to the RESG
- Its purposes 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.
- Shall not accept any funding or conditions for funding without first obtaining authorisation from the Parish Council

1.4.9 Employee Review Working Group

Membership: Cllrs Sutherland (Convenor and Employee Line Manager) and McCabe.

The Terms of Reference were confirmed as follows:

Terms of reference

The Working Group:

- shall meet at least annually to review employee performance against contract and any Council agreed targets and bring to the Council recommendations for salary increments or changes to contracts.

- Shall hear any grievance or handle any disciplinary matters asking the Council promptly to convene the necessary panels without divulging the issue to the Council or its members at this stage so as not to prejudice the process.

1.5 To appoint representatives on any other organisation or authority, which the Council deems necessary

Terms of Reference:

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.

1.5.1 Village Hall Representatives: (2) – deferred until item 4.1

1.5.2 Parish Paths and P3 Co-ordinator - Cllr Westgarth

- 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 and spend in 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.

1.5.2 Police Liaison – Cllr Scott

Terms of reference

- To attend the Police liaison meetings
- 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.

Countryside Watch – Cllr Scott

Terms of reference

- To monitor the activities of Countryside Watch generally
- To receive calls and other communications from Countryside Watch and pass these on as necessary
- To report and make recommendation to Parish Council as appropriate.

1.6 To inspect any deeds and trust instruments in the custody of the Council

It was noted that the following sites had all been registered and the title deeds are available from Land Registry or by contacting the Clerk:

- Allotments, Long Road
- Recreation Ground and land extension
- Path between the Recreation Ground to Green End
- Janes' Estate (Harbour Ave, Hillfield Road etc development)
- Village Hall sites
- Watts Wood
- South Street notice board site
- The Pond
- POS at Thornbury (the Leach Homes development)

It was noted that the transfer of the public open space land off The Valley was outstanding and that the Clerk had been informed by the Developer that the Parish Council had been removed as a signatory to the S106 Agreement after it had been signed and executed at a Council meeting last November. The Clerk had instructed the Council's Solicitor, Mills and Reeve to handle the transfer as the cost of the solicitor was paid for by the third party in accordance with the Agreement. The developer aimed to transfer by 21 May. The matter was delegated to the Clerk together with Cllrs McCabe and Westgarth who were authorised to accept the transfer on the Council's behalf subject to the Council's Solicitor being satisfied with the terms.

2. Apologies for absence and declarations of interest

Apologies were received from Cllrs Griffiths, Moffat and Westgarth (out of parish), and District Cllr Harangozo.

Cllr Scott declared a personal interest in Item 8.1 as he farmed the Charity's land.

Cllr Hollick declared a personal interest in Item 4.1 as Parish Council representative on the Village Hall Committee.

Comments & observations from members of the public

Cllr Whelan reported on:

- Changes to Stagecoach bus services. The times of the 18 Service will change to 5 pm from 11 June and suggested a letter to Tony Orgee, Paul Nelson and Dan Clarke at CCC.
- An update on the Minor Improvement Scheme process
- Madingley Rise improvements which had now been completed.
- Quarter to Six Quadrant. District Cllr Francis Burkitt is willing to talk to the Parish Council.

It was reported that Cllr Moffat is to make a presentation on the SHLAA to the Annual Parish Meeting (APM) and agreed to invite Cllr Burkitt to the APM.

Cllr Harangozo's report was taken as read and in his absence, it was agreed that his response to the Parish Council's questions of the last meeting were considered satisfactory.

3. To approve the minutes of the last meeting on 11 April 2012 and the extraordinary meeting on 25 April 2012

The minutes of the previous meeting on 11 April were unanimously approved ^(Prop AB, 2nd PC, carried with 1 abstention), as a true record and signed by the Chairman, after an amendment under item 6.1.1 to insert the words "Cub Scout". The minutes of the extraordinary meeting on 25 April were not yet available – carried forward.

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 information only, was noted.

4.1 (3.3) Village Hall Trust – trust deed and appointment of Trustees

A copy of the existing trust deed and the ACRE Model B had been circulated to members. It was agreed to invite Philip Peacock of ACRE and the Village Institute Trustees to attend a future Parish Council meeting to discuss the matter further.

4.2 (5.2.3) To consider the quotation from Agrostis

Carried forward.

5. County Councillor and District Councillor reports and questions

Taken earlier.

6. Finance, procedure & risk assessment

6.1 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 ^(Prop AB, 2nd VS) that the payments as listed in the financial report should be paid, plus Canalbs (Internal Audit) £91.68, CGM (grass cutting) £357.63, CGM (path cutting) £42.00, LGS Services (admin support) £1526.85, and Nutcombe (pavilion plumbing) £97.20.

CAPALC (Affiliation fee)	£698.47
Connections Bus (Youth bus)	£1140.00
Greenham (Cleaning materials)	£46.16
EON (Electricity)	£120.34
CGM Cambridge (Grass cutting)	£241.18
Comberton Scouts (S137 donation)	£600.00
St Marys Church (S137 donation)	£750.00
Summer Reading Challenge (S137 donation)	£40.00
C Stewart (Salary)	£42.06
LG Stoehr (Salary)	£243.04

6.2 Annual Reviews

6.2.1 Standing Orders, Financial Regulations, Risk Assessment and other policies review

The policies were reviewed. It was agreed ^(Prop AWB, 2nd VS) that no changes were required at this time.

6.2.2 Employee annual reviews

The Working Group is to carry this out in September/October.

6.2.3 Assets, Insurance policy and fidelity guarantee review

The Assets List was reviewed and confirmed. The annual asset walk arrangements were reviewed and the Vice-Chairman will remind members in due course about the walk in November.

It was agreed to increase the fidelity guarantee to £194,000.

6.3 Internal Auditor report to the Council and appointment of Internal Auditor

The Internal Auditor's report was noted and considered. The RWG was asked to look at the procedure for public consultation over recreation ground matters and bring a recommendation to the Parish Council.

At the request of the Council the Clerk briefly summarised the history of the recreation ground land extension. Over the years the Parish Council had attempted to purchase the field to the north of the recreation ground (the land extension). As the years went by each time an approach was made to the owners the price had risen.

Once the Parish Council had had a valuation undertaken by the District Valuation Services it made an offer to the land owners based on that valuation which was turned down. They stated their price which was £10,000+ higher. The release into the public domain of the Council's confidential minutes from that period would clearly demonstrate that the Council acted in good faith and in the interests of the village and its residents as a whole striving to obtain the land for both sports pitches and also for recreation and public open space. The Parish Council's aim and desire had been to have the additional land for the use and benefit of the village as an additional recreational area.

When the restrictions on the land use as "sports pitches" as a condition of the sale were raised the Council resolutely negotiated to have these removed and ensure that the land could be used not only for sport but also for other recreational uses.

These negotiations for the purchase of the land lasted several years and finally despite the restrictive covenants below the Council went ahead with the purchase firmly believing this was in the interest of the village as a whole; its intention remaining that

it would be available for the maximum number of residents, i.e. all user groups to use and benefit from.

The Parish Council acknowledged it was aware of the risk associated with the tree planting and had been exploring ways to mitigate this. A reply from Messrs Topham and Banks was awaited.

It was agreed that the Parish Council would review its confidential minutes from that period and would make a decision shortly on how much could be released into the public domain. It may be however, until the matter of the covenants have been resolved that some of the information has to remain unpublished.

“Covenants by the Transferee

13.5 The Transferee covenants with the Transferor for the benefit and protection of the Transferor's Retained Land and each and every part thereof and so as to bind the Property into whosoever hands the same may come that the Transferee will henceforth hereafter observe and perform the following restrictions and stipulations:-

13.5.1 Not to do or suffer to be done anything on or about the Property or any buildings now or hereafter constructed thereon which shall or may be a legal nuisance to the Transferor or the owners or occupiers of any neighbouring or adjoining land

13.5.2 Not to use the Property or permit or allow the Property to be used other than for agricultural grazing land or sports pitches and without prejudice to the generality of the foregoing not to use the Property or permit the Property to be used as public open space

13.5.3 To erect at the Transferees reasonable expense within four months of the date of this transfer a good and sufficient stockproof fence or hedge not less than 1.8 metres high between the points marked 'X-Y' and 'Y-Z' on Plan 1.

13.5.4 Not to plant any trees on the Property other than any hedge along the northern boundary between X-Y and Y-Z referred to in the previous subclause”

It was agreed to review the confidential minutes at the next meeting with a view to publish as much as possible.

It was agreed ^(Prop PC, 2nd BP) to re-appoint Canalbs as Internal Auditors at a cost of £30ph plus mileage.

- 6.4 **To approve the accounts for FYE 2012 and the Annual Governance Statement**
The accounts were unanimously approved^(Prop AB, 2nd VS) 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.
7. **To receive reports and recommendations from committees, working groups and members**
- 7.1 **Planning Committee**
The Committee’s minutes were taken as read.
8. **To consider matters arising out of correspondence/communications received**
- 8.1 **Herringland Charity – offer of Jubilee memorial bench**
The Parish Council gratefully accepted the offer of a bench to be installed by the Charity at the junction of Barton Road and Harbour Avenue (on Parish Council land) which will be maintained by the Parish Council. The Council requires sight of the design before installation. It was agreed to find out the value of the bench for insurance purposes.
- 8.2 **Comberton United request for rebate for pavilion use**

It was agreed to offer a small sum of £30 by way of a gesture of goodwill without it setting a precedence for the complaint about the cleaning; however it was agreed that it was not possible to compensate the club for cancelled bookings not notified until the end of the season and that adequate advance notice was required. It was agreed that the Comberton United could settle their invoice in instalments as requested. The Finance Working Group was asked to review the fees.

8.3 Cambs ACRE – Community Oil Buying Scheme

Noted.

8.4 Streetlighting PFI contract upgrade timetable and briefing meeting on 20 June

It was expected that Cllr Harangozo would attend and could report. The Clerk's report was noted.

8.5 CCC Surface dressing programme

Noted.

8.6 Resident – flooding in The Valley

The resident's comments were considered. Members reported that extensive flooding had also occurred in St Thomas's Close. Highways are to be informed and asked to clear the drains.

8.7 Recreation Ground car park - quotation from J Cobb

The revised quotation for the additional tarmac was considered. It was agreed ^(Prop AWB, 2nd JM, carried with 1 against and 2 abstentions) to accept the quotation for £325 and to accept the contractors recommendation that the specification be upgraded to higher specification.

9. Closure of meeting

At 10.25 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 report to be given to the Council by the Clerk that is, employment matters, the public were temporarily excluded from the meeting and were instructed to withdraw. The Clerk was invited to remain.

At 10.30 pm, the meeting was re-opened to the public. There was no further business and the meeting closed at 10.30 pm.

SignedChairmandate