

COMBERTON PARISH COUNCIL
The minutes of the Parish Council meeting held on
Wednesday 11 July 2012 in the Village Hall at 7.30pm

Members present:	Miss A Bacon ^(AWB) (Chairman)	Mr A Bateman ^(AB)
Councillors:	Mr B Pemberton ^(BP)	Mr H Griffiths ^(HG)
	Mr S Moffat ^(SM)	Mr A Hollick ^(AH)
	Mr R Elleray ^(RE)	Mr T Scott ^(TS)
	Mrs J Preston ^(JP)	Miss C Westgarth ^(CW)

In attendance: Mrs G Stoehr (Clerk)

1. Apologies for absence and declarations of interest

Apologies were received from Cllrs Crossley and Sutherland and also District Councillor Steve Harangozo, County Councillor Fiona Whelan and PC Karen Mahoney.

Cllr Hollick declared an interest in Item 3.1 (Village Hall).

Comments & observations from members of the public

Cllrs discussed a maintenance programme for ditches and the cutting of grass verges. The ditches at the corner of Swaynes Lane were cut vertically last time. A resident in the past has assisted, but is unable to do so any longer, and has not done so for the last 4 or 5 yrs. It is a health hazard. A resident has fallen in the past. The south east corner of Swaynes Lane has strong vegetation. Cllr Hollick will take a look and arrange a site visit.

2. To approve the minutes of the last meeting on 13 June 2012

The minutes of the previous meeting on 9 May were unanimously approved^(Prop AWB, 2nd AH.), as a true record and signed by the Chairman at the end of the meeting.

3. 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 and matters arising, was noted.

3.1 (Comments) Comberton Village Hall Trust Deed

To be carried forward.

3.2 (5.3) Bollard issues and to consider quotes for repair of verges if received

The quotation from CGM was considered. It was noted that a complaint had been received that vehicles were driving round and through the bollards. It was agreed to seek quotes for additional posts, or a chain between. To be carried forward.

Cllr Preston arrived at 8.50pm

3.3 QEII Fields Challenge – to consider whether to proceed

The response from NALC solicitors and Fields in Trust was considered and it was agreed to carry forward to discuss with Philip Peacock from ACRE at the next meeting.

3.4 (3.5) The Valley – land transfer

The Clerk reported on negotiations and matters raised by the Council's Solicitor. It was noted that two of the proposed covenants on the land had now expired and therefore would not be required in the transfer to the Parish Council.

The Developer required access to their meadow and was not agreeable to a license and also that the District Council's (SCDC) Solicitor had indicated that the Parish Council was being offered more than required anyway in the S106 Agreement so the Parish

Council should be satisfied with the land as offered. Having discussed the matter with the Chairman, the Clerk, on the Council's behalf was trying to negotiate a thin ransom strip the whole length of the northern boundary which would attain the Council's aim of controlling access to the field to the north. The Parish Council indicated its agreement to this. Concern was expressed that there had been flooding in the area and the potential impact of this on the public open space. It was agreed to take this up with the developers before transfer. With these matters satisfactorily resolved the Parish Council was then ready to accept transfer of the land.

3.7 **Working Group to draw up a plan for the village similar to the Barton Ward Quarter to Six Quadrant**

It was agreed to have the Local Development Framework as a standing item on future agenda.

3.6 (4.1) **Pavilion car park**

Cllr Westgarth reported that the new v-fencing at the Recreation Ground was wobbly) as it had only been cemented in on three sides. It was agreed that the contractor should return and re-fix the posts free of charge. The depth of gravel was discussed and it was noted that this was installed as detailed in the Council's own specification. It was agreed that Cllr Elleray would meet with the Contractor when he returned to do the v-fencing.

It was suggested that the Parish Council should have 10% retention for large contracts. This is to be an agenda item for the next 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. 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 BP, 2nd JP) that the payments as listed in the financial report should be paid, plus LGS Services (Admin support) £1,572.33.

LGS Services (Admin support)	£1,861.63
S & J Cleaning (Grass cutting)	£168.00
CGM Cambridge	£1,161.29
LG Stoehr (Salary)	£398.01

4.2 **CAPALC – Cheque signing guidance**

It was noted that the Parish Council currently follows guidelines and the Clerk is not, nor has ever been a signatory for the Council's bank accounts.

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

5.1 **Planning Committee**

The written report, as circulated, was taken as read.

5.2 **Recreation Ground Working Group**

The RWG has not met since the last meeting but Cllr Griffiths had contacted the Football Association who had in turn tried to contact the Comberton Crusaders. The Parish Council was anxious to develop the Recreation Ground extension but needs a development plan and needs the support of the youth. The Football Club was proving difficult to liaise with. Contact details for Karen Whyatt, Crusaders and Toft Lions are to be passed to Cllr Griffiths so that he can contact them.

It was noted that there was currently no contract in place for the grass cutting of the land extension only the Jubilee Wood area. The Parish Council gratefully accepted Cllr Scott's kind offer to cut the land extension grass free of charge. The Clerk requested a copy of his public liability insurance.

Police Community Support Officer Mahoney's report and request that the Parish Council fill in the gap by the pavilion to prevent cars driving onto the recreation ground was considered. The RWG was asked to consider the options and to bring a recommendation to the next meeting.

5.3 Transport Working Group (TWG) – Minor Highways Improvements update

Cllr Moffat reported that the Minor Highways Improvement Scheme decisions are being made on Friday after which the Parish Council would know if its bid had been successful or not.

It was reported that some of the Council's land was being encroached upon by some households and it was agreed to discuss this and what action, if any should be taken at the next meeting.

Damages to the verges in Swaynes Lane verges resulting from on going building works building has already been reported by the Clerk to the County Council's Highways Supervisor who in turn has asked the SCDC's Enforcement Officer to deal with it.

5.4 BFWG report

5.4.2 Proposal for the scale of charges/fees and conditions of rental/hire for the Pavilion and the Recreation Ground

Cllr Scott declared an interest in the following item as a member of the Cricket Club. The BFWG report was considered and it was agreed to approve the new charges as recommended. ^(Prop CW, 2nd AWB)

- Keep adults and Colts charges the same as this year. (in line with Barton).
 - Comberton Utd @ £35.22
 - Comberton Crusaders (Colts) @ £35.22
 - Cricket @ £33.73
- Introduce a new Comberton Crusaders (Minis) rate at @ £26.42 (i.e. 75% of the Adult rate)
- Training sessions - are charged at 75% of main pitch/pavilion cost (as potentially they incur an additional charge for cleaning, etc)
- Casual/irregular bookings of pitch/pavilion to remain at
 - £50 for non village
 - £40 for village users
- Hire of the pavilion for children's parties, etc per session (half day)
 - £15 for village users
 - £20 for non village users
- Rates fixed for 2 years.

There was the expectation that the pavilion should be left in a tidy state and all breakages paid for (as detailed in the lettings form). If the pavilion requires extra cleaning or maintenance as a result of negligent activity then this will be charged for.

5.4.1 Proposal to amend Terms of Reference, Basic Principles, by combining bullet points 2 and 4 to read "The Council, with involvement of other village organisations and groups wherever possible, shall engage in projects to enhance the village and its facilities"

It was agreed to accept the proposal. ^(Prop CW, 2nd BP, unanimous)

5.5 Focus Group

Cllr Westgarth reported on the quotations that she had obtained for items 5.1 and 5.2.

5.5.1 Benches purchased via Barton Parish Council

It was agreed to accept the quote of £50 each for three benches made of sleepers from Barton Parish Council. These will be installed on the recreation ground land extension; exact locations still to be agreed.

5.5.2 Jubilee Walk – to consider quotations received

Quotations for the posts were considered and it was agreed to accept Cambridge Outdoor Living quote of £4.50 each and purchase up to 50 posts.

Jubilee booklet printing - two quotes had been received and the Council's Financial Regulations requirements for three was considered. It was agreed that only the two quotes received should be considered so that a decision could be reached this evening and so as not to delay the project until September. It was agreed to accept the quote from Verite for £376.00

5.6 LDF meeting at SCDC 'Issues and options'

Cllr Ellery reported on the meeting that he and Cllr Moffat had attended and that SCDC was proposing to change Comberton from a group village to a minor rural centre or enhanced village. The Working Group will work to produce a draft document for village consultation in August and the Parish Council will consider at its formal response to the consultation September meeting. Cllr Ellery had spoken to officers about sites identified in Comberton and confirms that there is one site being considered by SCDC in its 'Issues and Options'.

It was agreed to formally record in the minutes that the Parish Council was disappointed that Cllr Harangozo did not use the opportunity at the SCDC's meeting to speak against SCDC's proposal to change Comberton's status (Prop TS 2nd SM, 2 against, 1 abstention)

It was agreed that the Parish Council would meet in August to consider the draft document being produced by the Working Group so that the Council could approve its circulation to each home in the village. The Chairman gave her apologies that she would be on holiday and so she would not be able to attend.

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

6.1 SCDC Code of Conduct – to adopt a Code of Conduct, consider complaints procedure and complete members' interests requirements

It was agreed to: adopt the new Code of Conduct as drafted by SCDC (Prop CW, 2nd JM, unanimous); update the current complaints policy with the new Code of Conduct's adoption and to also adopt the complaints procedure set out in the Cottenham Parish Council document whereby matters relating to non-pecuniary interests could be dealt with in-house by the Clerk rather than referring all items directly to the Monitoring Officer.

6.2 CAPALC – how to complain to your Council

The complaints form was considered and it was agreed to adopt this for use by persons with a formal complaint. It was agreed that the Clerk could use her discretion if a resident wrote a letter of complain. A copy of the new complaints form is to be put on the website.

6.3 SCDC Community Pride and Village Hero Awards

This was noted and there were no nominations this year.

6.4 CCC Consultation on Transport Strategy for Cambridge and South Cambridgeshire

The Transport Working was delegated to complete this on behalf of the Parish Council. It was considered to be a number gathering exercise with no strategy.

6.5 Connections Bus report

This was noted.

6.6 It was noted that three complaints had been received about the grass cutting and this is to be taken up formally with the Contractor.

7. Closure of meeting

There was no further business and the meeting closed at 9.40 pm.

SignedChairmandate