

COMBERTON PARISH COUNCIL
The minutes of the Parish Council meeting held on
Wednesday 10 October 2012 in the Village Hall at 7.30pm

Members present:	Miss A Bacon ^(AWB) (Chairman)	Dr J McCabe ^(JM)
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: 5 members of NHK Educational filming the meeting for a Japanese Open University programme, 7 members of the public, and Mrs G Stoehr (Clerk)

It was agreed to grant permission to NHK Educational to film the meeting.

1. Apologies for absence and declarations of interest and to note resignations

Apologies were received from County Councillor F Whelan and District Councillor S Harangozo.

1.1 To receive declarations of interests from councillors on items on the agenda

Cllr Westgarth declared an interest in item 5.8 (Tree Group Report), as Chairman of Governors at Meridian School.

Cllr Pemberton declared an interest in item 5.2 as his son was training with the Comberton Crusaders.

1.2 To receive written requests for dispensations for disclosable pecuniary interests (if any)

Cllr Westgarth requested dispensations as Chair of Governors at Meridian School and as a member of St Mary's Church to enable her to take part and vote in all matters concerning the Meridian School and St Mary's Church

1.3 To grant any requests for dispensation as appropriate

Cllr Westgarth's requests for dispensations as Chair of Governors at Meridian School and as a member of St Mary's Church were granted with the exception of any financial request when she should not take part in the decision. ^(Prop AB, 2nd JP)

Comments & observations from members of the public

Ms Clare Rankin, a resident of Coton, outlined a proposal for a cycle route from Coton to Comberton. She requested support for a funding application to the Paths for Communities Scheme for improvements to the Rights of Way network.

A question was asked about children's safety. As examples Ms Rankin highlighted its potential for use after school and also as a leisure route for all. Whilst the suggested planings were not an all weather surface there might be an opportunity for future funding. The link would lead into West Cambridge only. It was noted that this source of funding could not be used on roads such as Branch Road, to complete the route. It was not known how many children would use the route.

A resident expressed support for a route to NW Cambridge and stated that the proposal would be a vast improvement since Long Road was felt to be dangerous for cycling.

Another resident raised issues regarding the hazard of potholes when cycling.

On a proposition by the Chairman, it was agreed to vary the order of business to take Item 6.2 next.

6.2 Coton resident – Coton to Comberton proposed cycle route request for support

.It was unanimously agreed ^(Prop RE, 2nd SM) that the Parish Council should support the proposal and that the Transport Working Group would look at the logistics of delivery, including using the disputed footpath Whitwell Way between Barton and Comberton

which would give the benefit that cyclists would not have to use Long Road. The TWG is to liaise with Barton and Coton Parish Councils and Gary Duthie of Cambridgeshire County Council as appropriate.

The meeting was then suspended to take further comments from the public.

A resident requested an update on the proposed speed limit reductions. It was reported that this was anticipated very soon.

The report of the County Councillor was taken as read.

The Chairman reported that an application for two cycle racks for the Pavilion had been successful. The siting of the racks will be considered at a future meeting.

2. To approve the minutes of the last meeting on 12 September 2012

The minutes of the last meeting on 12 September were approved ^(Prop AB, 2nd BP, carried with 1 abstention) after an amendment to the wording of Item 3.11 to read “The consensus was that the Council should postpone the installation of the bollards”.

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 matters arising, was noted.

3.1 (3.1) To appoint a Vice-Chairman

Cllr Griffiths was unanimously appointed Vice-Chairman ^(Prop AB, 2nd BP).

3.2 (3.4) Bollards, Hillfield Road – to consider quotation and correspondence from residents

Consideration was given to the quotation from Cambridge Outdoor Living for 5 additional bollards for Hillfield Road at £24.50 each, to protect the Public Open Space. It was unanimously agreed ^(Prop SM, 2nd BP) to accept the quotation and Cllr Moffat will meet the contractors on site. The reinstatement of the open space under the bollards will take place after the bollards are installed.

3.3 (3.6) Proposal for 10% retention for large contracts

It was unanimously agreed that 5% should be retained on all large contracts of more than £1,000 ^(Prop RE 2nd PC) and that this should be included in the Council’s financial Regulations and included in the invitation to quote on all capital and building works contracts.

3.4 (3.7) Parish Council land and encroachment – to review and consider any action required

The assets walk should look at all the Parish Council’s land in the Janes Estate and consider whether there has been any encroachment. This should be reported to the Parish Council.

3.4 (3.8) To consider Tennis Court surface repairs and line marking quotes

The quotations were considered. It was agreed ^(Prop CW, 2nd BP) to accept the contract if repairing the fencing and also the door. Cllr Crossley is to meet the contractors on site. The Financial Regulations were waived to consider just the two quotations.

3.6 (3.9) Recreation ground outstanding fencing repair

Cllr Elleray reported that he had met with Mr Cobb after the fencing had been repaired and that he was satisfied with the repair.

3.7 (6.1) Mark Deas Cambs ACRE – Housing Needs survey

It was agreed ^(Prop AB, 2nd JM) to accept the Housing Needs Survey and a letter is to be sent to all residents.

3.8 (6.2) Comberton FC complaint regarding charging for training and friendlies

The BFWG was tasked with looking into this matter again.

Filming of the meeting stopped at this point. Professor Inatsugu and his colleagues thanked the Parish Council for permitting the filming and Cllr Elleray was thanked for setting up for the film crew.

3.9 (6.3) Comberton FC request for hedge behind goals to be cut

The recommendation of the Recreation Working Group that the hedge behind the goals should not be cut this year but that the existing schedule should be adhered to was agreed. ^(Prop AB, 2nd HG)

3.10 (3.12) Solicitor's fees for The Valley open space

Alison Turnbull's request that the Parish Council contributes towards the transfer fees in light of additional work requested by the Council was considered. It was agreed to request a breakdown of the fees from Mills and Reeve before further consideration is given to this request.

3.11 (1.1) Code of Conduct – to appoint a Standards Committee

It was agreed that the Standards Committee would consist of 3 Parish Council members in addition to the independent members and that a reserve Parish Council member should also be appointed in case one member should be compromised. The membership was agreed as Cllrs Elleray, Griffiths and Bacon (Chairman), with Cllr McCabe as the reserve member.

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 AB, 2nd HG) that the payments as listed in the financial report should be paid, plus Alarm Maintenance (Service intruder alarm) £66.00, Cambs ACRE (Visit fee) £21.00, S & J Cleaning £168.00, Alarm Maintenance (Service fire alarm) £66.00, Eon (Electricity) £66.21, LGS Services (Admin Support) £1545.67, R Sewell (Gardening) £20.00 and a replacement cheque to Mills and Reeve (lost in post) The precept receipt was noted.

C Stewart (Salary)	£54.68
LG Stoehr (Salary)	£243.04

4.2 Review of any outstanding money dues to the Council

This had now been resolved and there was none outstanding at the present time.

4.3 Crossroads flower beds contract review

Members of the public had commented on how good the flower beds were looking. Mr R Sewell's contract was extended for a further 12 months.

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

Cllr Griffiths spoke to the RWG report and that contact had been made with the Crusaders and it was hoped to progress with the recreation ground extension project and submit a bid to Sport England by 12th January 2012.

5.2.1 Proposal that the Parish Council accept the Agrostis quotation

It was agreed to accept Agrostis' quotation dated 30th April for £1110 and also the survey fee of £950 received in March 2012 ^(Prop BP, 2nd RE). The survey is required first before the specification and drawings are done.

- 5.3 Transport Working Group (TWG)
Nothing to report except that the Barton Road speed reduction scheme is expected to be installed shortly.
- 5.4 SCDC Local Development Framework 2012
Cllr Elleray was thanked for all his hard work preparing the Parish Council's response. Cllr Elleray reported on the next steps and the further consultations anticipated from SCDC.
- 5.4.1 Proposal that the working group be asked to prepare "Our Village Vision"
It was unanimously agreed ^(Prop RE, 2nd SM) that the Working Group prepare "Our Village Vision". Cllrs Elleray (convenor), Moffat, Scott and McCabe were appointed to the working group.
It was agreed to keep all residents' views and responses on the District Council's LDF Issues and Options consultation for the next two years, then reconsider this in line with DPA requirements.
Cllr Harangozo's report and his letter to Mr Lansley were considered. It was agreed if Mr Lansley agreed to a meeting, Cllrs Elleray, Bacon and Moffat are to attend. Cllr Bacon is to pass him a copy of the report and a copy of Cllrs Harangozo and Whelan's report on their response to the LDF is to be circulated to all members.
- 5.5 CCC free bike racks offer
Taken earlier. The Working Group is to apply for grants as it will not be committing the Parish Council at that stage. The Parish Council as a whole would still need to consider and accept any proposals.

On a proposition by the Chairman, it was agreed to return to Item 5.2 and consider the Recreation Working Group proposal that the benches should be installed as soon as possible around the perimeter of the Recreation Ground with the proviso that they are not placed where they might compromise any future pitch provision.
- 5.5 ACRE AGM
Cllr Bacon reported on the meeting she had attended and that it was fascinating to learn of the range of services and assistance offered to Parish Councils and voluntary groups and organisations.
- 5.7 Proposal for a litter bin at the end of the recreation footpath near Green End
It was unanimously agreed ^(Prop AH, 2nd AB) to accept Cllr Elleray's offer to reposition the bin and install the v-post fencing at the Recreation Ground to fill in the gap by the pavilion. The Clerk will provide an order number for the materials.
- 5.8 Tree Group
The report of the Tree Group was noted.
It was agreed to obtain a quote on raising the canopy and or reducing the crown on a tree outside 15 Hillfield Road and for the removal of the two trees on the boundary of 14 Hillfield Road and 7 Harbour Avenue and the removal of Ash Saplings and spraying off on the boundary opposite the bridge to the recreation ground.
- 5.9 Cllr Crossley reported that the playground project would like a notice board on the recreation ground. This was carried forward pending a written request.
- 6. To consider matters arising out of correspondence/communications received**
- 6.1 Resident request that the Parish Council install speed bumps in Hines Lane
It was agreed to find out if Hines Lane was an adopted highway and if so to write to the County Council requesting that it installs two speed bumps in Hines Lane. The County Council should be told that complaints have been received about drivers travelling at excessive speed.

6.3 Coton resident – Coton to Comberton proposed cycle route request for support

Taken earlier.

6.3 CCC bus survey and circulation of questionnaires

The County Council's proposed survey on the local bus survey and its request for assistance with delivery of the survey was considered. It was noted that Sixth formers from Comberton Village College had volunteered to undertake various tasks in the village including delivering items and agreed that they should be asked to assist with the delivery of the surveys. Cllr Bacon will place copies in the Doctors' surgery and Post Office.

7. Working Group membership review and appointments

Cllr Elleray was appointed to the Finance and Budget Working Group. Cllr Crossley was appointed to the Transport Working Group in the short term until membership is revisited when the new members are co-opted.

8. Closure of meeting

The meeting closed at 9.50 pm.

Signed Chairmandate
