

**COMBERTON PARISH COUNCIL**  
**The minutes of the Parish Council meeting held on**  
**Wednesday 10 July 2013 in the Village Hall at 7.30pm**

Members present:	Miss A Bacon (Chairman)	Mr T Scott <sup>(TS)</sup>
Councillors:	Mr R Elleray <sup>(RE)</sup>	Mr N Taylor <sup>(NT)</sup>
	Mr P Crossley <sup>(PC)</sup>	Mrs J Preston <sup>(JP)</sup>
	Mr A Hollick <sup>(AH)</sup>	Miss C Westgarth <sup>(CW)</sup>
	Mr S Moffat <sup>(SM)</sup>	

In attendance: Mr Sean Sycamore (Associate Headteacher, Comberton Village College), Mrs P Joslin (Member and P3 co-ordinator, Hardwick Parish Council), Ms D Hatherley (Comberton Playground Project), Mr P Duggan (Wiser Recycling), County Cllr S Frost, District Cllr S Harangozo and Mrs G Stoehr (Clerk).

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

Apologies for absence were received from Cllrs Pemberton and McCabe (both out of parish).

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

Cllrs Bacon, Hollick and Moffat declared an interest in Item 5.5.2 as residents of Swaynes Lane. Cllr Moffat declared an interest in Item 6.1 as a Trustee of the Comberton Playground Project.

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

None.

**1.3 To grant any requests for dispensation as appropriate**

None.

**Comments & observations from members of the public and County and District Councillor reports**

Mr Sean Sycamore of Comberton Village College outlined possible options for engaging the school community with Parish Council initiatives, such as litter picking, events, etc. The possibility of appointing a member for liaison with the school was raised.

In response to the Council's letter regarding concerns raised by residents, Mr Sycamore explained that the school was trying to be both proactive and reactive. Possible strategies included a duty rota to ensure students were not loitering or causing a nuisance and discussion in assemblies. It was difficult to identify the source of litter, but the school did clear areas and was committed to provide support. The school, as a smoke-free school, would continue to enforce its duty of care to the wider community. It was difficult to identify whether moped users were CVC students but the school would work with the Parish Council to monitor and enforce this and students were issued with permits.

The Parish Council also raised residents' concerns about intimidation felt from large groups of students. The school will encourage students to greet other residents politely.

Cllr Pauline Joslin explained her role and responsibility as P3 co-ordinator for Hardwick Parish Council and outlined Hardwick's proposal for a safe cycle route between the two villages. Problems with the route included fallen trees and flooding at certain times of the year. A resident stated that the route was used by cyclists during both the day and evening. It had been cleared by two residents approximately 12 months ago.

Mr Sycamore indicated that the school might assist with fundraising towards the cycle route project.

Mr P Duggan of Wiser Recycling Group outlined their role in electrical recycling. The group works with parish councils to raise community funds through kerbside collections. He provided examples of other councils' funding and highlighted the benefits of working with local people.

Ms Denise Hatherley, of Comberton Playground Project provided an update on the fundraising and circulated further information to the accounts that had already been circulated. She requested a further £900 commitment from the Parish Council that the council use this and money already promised (making £5500 in total) as the required third party funding for the Wren application.

County Cllr Frost reported he was pleased that the Parish Council's bid under the Minor Improvements Scheme had been successful. He was still pursuing the matter of the dead tree in Hines Lane. Potholes were reported outside the Meridian School and on the bend near the A603. A missing Comberton sign on the A428 westbound pointing to the village was requested by the Parish Council.

District Cllr Harangozo's report as circulated was taken as read.

On a proposition by the Chairman, it was agreed to vary the order of business to take Item 3.2 at this point.

3.2 (3) To consider the resolution from the Annual Parish Meeting

The Chairman reported that when she had spoken to Cllr Harangozo, she had been assured that he was working in the interests of the village. Cllr Harangozo explained his representative and non-representative role. It was incumbent on him in his representative role to attend meetings at South Cambridgeshire District Council that were relevant to Comberton.

2. To approve the minutes of the last meeting on 12 June 2013

The minutes of the last meeting on 12 June were unanimously approved <sup>(Prop RE, 2nd PC, carried with 3 abstentions)</sup> and signed by the Chairman.

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 (Open) Engagement with Comberton Village College

This was felt to be an excellent idea. Cllr Preston was agreed as the liaison representative for the school.

3.2 (3) To consider the resolution from the Annual Parish Meeting

A proposal that the Parish Council takes no further action and that Cllr Harangozo should respond in person was carried <sup>(Prop AB, 2nd PC, carried with 1 against)</sup>.

3.3 (6.2.1) Review of the proposal that the grass on the Recreation Ground be cut more frequently during the summer at a cost of £36.43 per cut

It was considered that the Recreation Ground was looking good and it was agreed that cutting take place weekly for the next two weeks, then over the next two weeks it would be delegated to the Clerk in conjunction with the Recreation Working Group to arrange further cuts (within the budget) this season <sup>(Prop PC, 2nd AB)</sup>.

3.4 French drains on The Drift Byway – to consider quotes and options

Four companies had been invited to quote but only one had been received. It was agreed to waiver financial regulations to consider this. It was agreed to accept the quotation from Rooke and Son of £1704 plus VAT, and to allocate the costs from the P3 fund with the balance being met by the General and 2013 project reserves fund <sup>(Prop RE, 2nd CW)</sup>.

- 3.5 Resident complaint regarding tree on the green at Bakers Close  
The Parish Council's title and the resident's title and the implications of "the right to light and air" were considered. Cllr Moffat reported and the SCDC's Trees Officer's assertion that there were no such rights noted. The Parish Council agreed to respond that having considered the matter, the Council had no such duty to remove the tree..
- 3.6 Tree Group convenor and membership – Proposal by Cllr Bacon that Cllr McCabe is appointed to liaise with the Tree Group convenor and that Charles Chambers is co-opted onto the Tree Group  
It was agreed <sup>(Prop AB, 2nd RE)</sup> to appoint Cllr McCabe (and in her absence, Cllr Bacon) as Council Liaison Member, and to co-opt Charles Chambers as a member of the Tree Group.
- 3.7 Proposal by Cllr Bacon that the Council installs a new entry system at the Pavilion  
This was agreed in principle subject to obtaining other quotations.
- 3.8 Resident's complaint about tree in Bakers Close and request for its removal  
Consideration was given to the resident's complaint about the tree restricting her right to light and air and from the advice and report received. It was agreed that the Parish Council would respond that the tree is quite some distance from her property and that the right of light and air did not extend to trees and there was no such requirement in the Council's deed and therefore the Parish Council would not be removing the tree.
- 3.9 (4.8) Pavilion cleaning  
It was agreed that cleaning should take place on a week by week basis until September when the Council will review this again. The Clerk to draw up a specification in consultation with the RWG as required and the RWG will consider an appropriate rate for the position. Alternative contract cleaners are to be sought.
- 3.10 Cllr Preston was appointed to the Transport Working Group
- 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 <sup>(Prop AH, 2nd CW)</sup> that the payments as listed in the financial report should be paid, plus LGS Services (admin support) £1497.82, Noel Hart (window repair) £200.00.
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|----------------------|---------|
| HMRC (PAYE/NIC)      | £13.20  |
| CGM (Weed treatment) | £282.35 |
| Salaries             | £294.00 |
- Credits, including receipt of S106 money, the CCC verges grant and a VAT refund, were noted.
- 4.2 Risk assessment matters  
A dumped sofa at the recreation ground had been removed.
- 5. To receive reports and recommendations from committees, working groups and members**
- 5.1 Planning Committee  
The minutes which had been circulated were taken as read.
- 5.2 Recreation Ground Working Group (RWG)
- 5.2.1 Proposal that, in order to enable work of developing the recreation ground to commence, the Parish Council shall apply for a loan equivalent to the difference between the total of the higher of the two quotes provided by Agrostis on 26 June, plus additional costs associated with increasing drain spacing, plus Agrostis's fees for

administering the project less the total of the grant funding secured from Ameycespa/Cambridgeshire Community Fund and Sport England, but subject to a maximum of £25.000

Consideration was given to the costs, the Council's budget and the anticipated grant funding along with the best timing for the works. It was agreed to apply to the Secretary of State for a loan. (Prop PC, 2nd SM with two abstentions)

- 5.2.2 That, provided the Parish Council receives the loan of a specified amount from Sport England, the Parish Council shall authorise the commencement of work on the recreation ground

It was agreed that if funds were in place by way of either the grant money and/or the loan the Clerk should place the order before the next meeting. (Prop PC, 2nd CW)

- 5.2.3 Proposal that the Parish Clerk shall take up references for two of the contractors who have submitted tenders for the development of the recreation ground with increased drain spacing from five to ten metre centres

It was agreed to ask Agrostis to take up references on two of the suppliers..

- 5.2.4 Proposal that the Parish Council agrees to be the third party funder for the Comberton Playground Project's WREN application

It was agreed to be the third party funder using the money already earmarked towards the project plus £900 from the 3 Long Road S106 money. The remainder of the S106 is also to be put towards the play equipment project (Prop SM, 2nd CW)

- 5.2.5 That the Parish Council apply to SCDC for wheelie bins for the Pavilion

It was agreed to apply for a 1100 litre bin at a cost of £12.60 per monthly lift..

- 5.3 Transport Working Group (TWG)

- 5.3.1 Proposal that the Parish Council supports Hardwick Parish Council's proposal for a cycle route between the villages

It was agreed (Prop SM, 2nd AB, carried with 5 in favour and 4 against) to support the proposal. Hardwick Parish Council is to obtain the funding and arrange the work in the Comberton Parish but the Parish Council want to see the fine details before the work is implemented.

- 5.3.2 Local Highway Improvements scheme raised platforms on Barton Road either side of Harbour Avenue – proposal that the Parish Council contributes a further £7000 towards the scheme

It was unanimously agreed, (Prop NT, 2nd RE) that the additional £7000 be taken from the TWG budget.

- 5.3.3 Community Car Scheme – Proposal that the Council writes inviting volunteers  
The proposal was withdrawn.

- 5.3.4 Proposal that the Council via its TWG investigates a cycle route from Long Road, through the recreation ground and across Green End to Bennell Court

Cllrs Scott and Elleray declared an interest in this item. The proposal was agreed (Prop PC, 2nd AB, carried with 5 in favour, 1 against and 3 abstentions)

- 5.4 SCDC Local Development Framework/Our Village Vision (LDF2012WG)

Cllr Elleray reported that a Working Group meeting would be held between 24 July and the September meeting. Cllr Elleray will attend a Cambridge Group Green Belt meeting on Monday 22 July if possible.

- 5.5 Finance and Budget Working Group

- 5.5.1 Proposal that the Parish Council adopts a policy and procedure for groups and organisations wanting financial support from the Council (draft policy to be considered)

The Policy was adopted having <sup>(Prop RE, 2nd SM)</sup> changed the timetable for considering applications which will remain as at present annually in April with applications required in time for budget setting. Any remaining budget can still be considered later in the year if the need arises.

5.5.2 Proposal that the Council refurbishes the fencing at the junction of Swaynes Lane and South Street

It was agreed to seek three quotes and it was delegated to the Clerk together with the FBWG to accept a quote and put the work in hand.

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

6.1 Comberton Playground Project (CPP) request for further financial support/contribution

Taken earlier.

6.2 Wiser Group – electrical waste recycling collection

This was felt to be a wonderful idea. Any money raised is to cover the cost of the recycling bin at the Recreation Ground. Wiser Group is to place an article in Contact. The preferred date for collection is during October half term week.

6.3 Resident – dog fouling on Jubilee Field

Cllr Westgarth is to place an article in Contact.

6.4 SCDC Proposed sale of land in Bush Close

It was agreed <sup>(Prop CW, 2nd AB, carried with 6 in favour, 1 against and 2 abstentions)</sup> that the covenant should remain unchanged that is as the land was sold as garden land and should remain as a garden.

**7. Closure of meeting**

There was no further business and the meeting closed at 10.32 pm.

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