

**COMBERTON PARISH COUNCIL****The minutes of the First and Annual Meeting held on Wednesday 9 May 2007  
in the Village Hall at 7.30pm**

|                  |               |                             |
|------------------|---------------|-----------------------------|
| Members present: | Dr C Chambers | Dr J McCabe                 |
| Councillors:     | Mr D Charge   | Mrs D Morison               |
|                  | Mr D Coulson  | Dr H Roscoe                 |
|                  | Mr D Ellis    | Mr R Rowlands               |
|                  | Mrs S Hyde    | Mr J Walsh                  |
|                  | Mr A Hollick  | Miss C Westgarth (Chairman) |
|                  | Mrs J Horne   |                             |

In attendance: Mrs G Stoehr (Clerk) and 1 member of the public and Cllr Harangozo.

New members were welcomed to the meeting.

**1. Annual and procedural Business****1.1 To elect a Chairman and to receive the declaration of acceptance of office**

The proposal by Mr Hollick, seconded by Mrs Hyde that Miss Chris Westgarth be elected Chairman was carried unanimously. Miss Westgarth signed the declaration of acceptance of office. All members' declarations had been signed prior to the start of the meeting.

**1.2 To elect a Vice-Chairman**

The proposal by Mrs Hyde, seconded by Miss Westgarth, that Dr Janet McCabe be elected as Vice-Chair was carried unanimously.

**1.3 To appoint committees, working groups or any other officers which the Council deems necessary and agree their terms of reference****1.3.1 Planning Committee**

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 Miss Westgarth, Mrs Morison, Mr Charge, Dr Roscoe, Dr Chambers and Dr J McCabe.
- 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.

### 1.3.2 Focus Group

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 to be invited to attend and participate. Miss Westgarth and Mr Hollick (convenor) and Mr D Ellis and Dr Wright (co-opted).

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-op residents and others to attend.

### 1.3.3 Tree Group

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.
- 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.
- Membership: Mrs Morison, Mrs Winney, Mr Robert Cook (Tree Warden) Mrs Hyde and Mrs Horne. It was agreed to ask Mrs Winney and Mr Cook if they would be willing to accept the nomination to continue on the group.
- The Chairman and Vice-Chairman, as detailed in Standing Orders, are ex-officio on the Group.

#### 1.3.4 **Recreation Ground Group**

It was noted that until matters regarding the proposed Trust are resolved with the Clubs the day to day management of the recreation ground and all its facilities and its use rests with the Clerk.

Membership - Mr Rowlands, Mrs Hyde, Miss Westgarth and Mrs Morison

The members should support the Clerk by making suggestions and giving guidance as and when requested.

#### 1.3.5 **Recreation Ground Trust Group**

Terms of reference:

- To progress the Council's previous decision that a Recreation Ground Trust should be set up
- To progress the draft trust document with all parties mentioned therein and bring recommendations to the Parish Council at the appropriate times.
- To progress the terms of reference for the group and its remit and report to the Parish Council as appropriate.
- Membership: Mr Rowlands and Dr C Chambers

The Recreation Ground Trust 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 and working groups as appropriate.
- May co-opt parishioners and others to join the group.

#### 1.3.6 **Transport Working Group (TWG)**

Terms of reference:

- To continue to review 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
- Membership: Dr Roscoe (convenor), Mr Charge, Mr R Rowlands, Dr Rintoul and Cllr S Harangozo (co-opted).

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.

### 1.3.7 **Flooding Issues, Watercourses and Ditches Group**

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.
- Administrative matters: No formal agenda, minutes or meeting room required etc as a working party not a committee
- Membership: Mr Walsh, Mr Hollick and Mrs Hyde.

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.

### 1.3.8 **Youth Provision**

It was agreed that a group should be set up and that this should be an agenda item at the July meeting when the Group's terms of reference and membership would be decided. Members are to attend the bus on a Tuesday evening at their convenience so that they can familiarise themselves with its provision so that this can be reviewed at a future meeting.

### 1.4 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.

1.4.1 **CALC:** All members are to attend CALC meetings or training when possible. The dates for the 2 forthcoming CALC meetings were noted. Mr Ellis is to attend the CALC meeting in May.

1.4.2 **Village Hall Representatives:** Mr Hollick. The appointment of a second trustee is to be carried forward to the July meeting.

1.4.3 **Police Liaison:** to include Neighbourhood Policing Panel, Policing, Neighbourhood Watch and Countryside Watch. Membership: Mr Charge, Mrs Hyde and Mr Rowlands, co-opting Mrs Julie Caine if she is willing.

- 1.4.4 **Parish Paths Co-ordinator:** Miss Westgarth assisted by Mrs Hyde and Dr Roscoe.
- 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 in and spend 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 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 documents were available:

- Allotments, Long Road
- Recreation Ground and land extension
- Path at Green End
- Jane's Estate
- Village Hall sites
- Watts Wood

The South Street notice board site is still being pursued for adverse possession. The pond area is about to start the Land Registration process, and the Leach Homes Development is currently awaiting transfer to the Council.

1.6 Standing Orders review

The Standing Orders<sup>1</sup> and financial regulations were reviewed and it was agreed that a new clause be added as 34c 'Notwithstanding a or b above if circumstance change and there is new evidence, the Council can vote to reconsider a decision in exceptional circumstances' This was proposed by Dr Roscoe and seconded by Mr Rowlands and the vote was carried unanimously.

1.7 Quality Councils

As the Parish Council meet the criteria and on a proposition by Mr Rowlands and seconded by Mrs Morison it was agreed that it should apply for Quality Council status. The voted was carried unanimously. LGS Services was appointed to support the Clerk in preparing the application at an estimated 10-20 hours time.

On a proposition by the Chairman it was agreed to vary the order of business.

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

Concern was expressed that cars on the north side of Barton Road park on the pavement, and a recent motorcycle accident on Barton Road was also noted. It was agreed that the Transport Working Group and the Police Liaison Group would look into the issues and report to a future meeting.

**2. To approve apologies for absence and declarations of interest**

2.0.1 None. All members present.

2.0.2 No declarations were received at this point.

2.0.3 The new Model Code of Conduct published on 3 May 2007 was noted as were the implications of paragraph 12. It was agreed that this would be an agenda item for next meeting.

**3. To approve the minutes of the meeting on 11 April 2007**

On a proposition by Mrs Morison, seconded by Mr Rowlands the minutes of the meeting were approved as a true record and signed by the Chairman after one amendment in item 5.3 amended to include ‘Mrs Lesley Chambers of Caxton Consulting’.

**4. Matters arising or carried forward from the meeting including**

**4.1 (3.3) EDF Lease – letter from the Council’s solicitor**

On a proposal by the Chairman it was agreed to discuss items 4.1 and 6.4 at the end of the meeting.

**5. County Councillor and District Councillor reports**

Cllr Harangozo reported:

- That he was pleased with the turn out at the recent elections.
- that Nick Grimshaw was leaving South Cambridgeshire District Council.
- His thanks to all for their efforts in making the village hall a success.

It was noted that work was being undertaken at the junction with Long Road and St Neots Road. As the Parish Council had highlighted several times over the years that the junction requires better signage it was agreed that this should be pursued.

**6. Finance, Procedure and Risk Assessment**

**6.1 To receive the financial report and to approve the payment of bills<sup>2</sup>**

The financial report was received and considered and checked by a member against the invoices and statements before the cheques were signed. On a proposition by Miss Westgarth, seconded by Dr Chambers it was agreed that the payments as listed in the financial report should be paid.

|                         |                                | £       |
|-------------------------|--------------------------------|---------|
| SCDC                    | Rates                          | 124.00  |
| BT                      | Phone bill                     | 136.32  |
| Open Spaces Society     | Subscription                   | 30.00   |
| Cambridge Fire & Rescue | Fire Alarm                     | 85.00   |
| Connections Bus Project | Jan-Mar 07                     | 675.00  |
| Comberton Village Hall  | Fee for use                    | 12.50   |
| Powergen                | Electricity bill               | 211.34  |
| Roger Abraham           | Handyman                       | 83.80   |
| Mills & Reeve           | Rec registration               | 1205.70 |
| Alarm Maintenance Ltd   | Alarm Test                     | 64.63   |
| LGS Services            | E returns P14,P35,P60          | 52.88   |
| CALC                    | Affiliation fee                | 550.71  |
| Allianz Cornhill        | Insurance policy               | 1489.49 |
| Sandra Hyde             | Reimbursement APM refreshments | 17.94   |
| A Marsh                 | Pavilion cleaning              | 120.00  |
| LGS Services            | Admin support                  | 800.13  |
| LG Stoehr               | Salary                         | 136.82  |
| CALC                    | Local Council Review Journal   | 13.50   |
| Ridgeons                | Paint & brush                  | 20.56   |
| Powergen                | Electricity                    | 28.34   |
| Playsafety Ltd          | Annual inspection              | 109.28  |

**6.1.1 Release of the S137 donations**

Dr McCabe Chairman of the Comberton Help Scheme, declared a personal and prejudicial interest in this item and left the room while it was being discussed. Miss Westgarth declared a personal interest as a member of the Parochial Church Council.

As considered when the budget was drafted in response to letters requesting financial support from Comberton Village Help Scheme and St. Mary's Church the proposal by Mrs Hyde seconded by Mrs Morison that in accordance with its powers under Section 137 of the Local Government Act, 1972, the Council donate £1,000 to Comberton Village Help Scheme, £750 to St. Mary's Church which, in the opinion of the Council is in the interests of the area and its inhabitants, was carried unanimously. Dr McCabe rejoined the meeting.

#### 6.1.2 Mills & Reeve

Three invoices from Mills & Reeve were considered in turn. On a proposition by Dr Chambers seconded by Miss Westgarth it was agreed that the Clerk should check with the Solicitor if the invoice for voluntary land registration had been duplicated given the invoice dated Oct 2006 which had been settled already for the same/similar work and seek clarification on the invoice for land registration which appeared on the high side. His response and the invoices would be considered again at the next meeting. The invoice for £500 for the EDF lease work to date was approved.

#### 6.2 To approve the accounts for FY ending 2007 and complete the annual return and statement of assurance

The Internal Audit report from Mrs Chamber which had found everything in order was noted. The Internal Auditor had completed section 4 of the annual return.

On a proposition by Miss Westgarth, seconded by Mr Ellis the accounts were approved 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.

#### 6.3 Insurance Review

The insurance was reviewed and the level of cover, including fidelity guarantee was considered to be satisfactory.

#### 6.4 Clerk's terms and conditions of service annual review

The order of business was altered and this item was taken at the end of the meeting.

### 7. To receive reports and consider recommendations contained in the reports

#### 7.1 Planning

The planning report<sup>3</sup> was taken as read. It was agreed on a recommendation from the Planning Group that the Parish Council write to Gareth Jones at SCDC who had replied to the Planning Committee's complaint that a Conservation Officer appeared to have given permission for amendments to plans for 64 Barton Rd saying that the Parish Council look forward to a close working relationship with the Conservation and Planning Departments about planning permissions within the village, particularly in view of the Parish Council's new Village Design Statement.

#### 7.2 Other

Noted:

- The proposed Tree Group walk in July
- That the Focus Group together with the Tree Group will arrange the formal opening of Watts Wood.
- The tree at the North East corner of the pond to be checked. It was noted all the Cherry Trees in Green End Lane have Canker.
- Cambridge Acre Parish Planning Seminar – to be circulated. This is to be an agenda item for the next meeting.

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

8.1 ACRE Housing Needs Survey results<sup>4</sup> – to assess if there is a need and the way forward

Ms Razell's results were considered and on a proposition by Dr Chambers, seconded by Miss Westgarth it was agreed that Mrs Morison, Dr Chambers, Mr Ellis and Dr McCabe should review the Housing Needs Survey results with the data from the questionnaires discussing with Ms Razell as appropriate, to assess the demands for housing including size and tenure, and bring their recommendations to the next meeting.

8.2 Comberton Village Institute – VH Risk Assessment<sup>5</sup>

In response to the letter from Dr Burton it was agreed that Mr Hollick should assist Dr Burton.

8.3 SCDC Dog and litter bin provision – consultation

In response to the District Councils consultation letter on a proposition by Dr Roscoe and seconded by Mrs Morison it was agreed that the Parish Council preferred Option 2. The current provision remains as at present with the Parish Council paying for any new bins to be emptied.

8.4 Cambs & Peterborough Community Life Awards 2007 – Closing Date 30 June

It was agreed that Mr Hollick is to work with Dr Wright to draw up a recommendation for a nomination which will be considered further at the next meeting.

The next two items were taken together.

4.1 (3.3) EDF Lease – letter from the Council's solicitor

6.4 Clerk's terms and conditions of service annual review.

At 9.30pm 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 a letter from the Council's solicitor and the Clerks terms and conditions, the public were temporarily excluded from the meeting and were instructed to withdraw. There were none present.

The Clerk was invited to remain for the discussion on the EDF Lease and then left the meeting for item 6.4.

The meeting was reopened to the public at 10.18 pm. The Clerk rejoined the meeting.

10. **Closure of meeting**

There was no further business and the meeting closed at 10.20 pm.

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

<sup>1</sup> Comberton Parish Council's Standing Orders & Financial Regulations

<sup>2</sup> Financial Report

<sup>3</sup> Planning Report

<sup>4</sup> ACRE Housing Needs Survey results

<sup>5</sup> Comberton Village Institute – VH Risk Assessment – letter from Dr Burton