

**COMBERTON PARISH COUNCIL**  
**The minutes of the Parish Council meeting held on**  
**Wednesday 10 December 2014 in the Village Hall at 7.30pm**

Members present:	Miss A Bacon (Chairman) <sup>(AB)</sup>	Mr S Moffat <sup>(SM)</sup>
Councillors:	Mr R Elleray <sup>(RE)</sup>	Mrs J Preston <sup>(JP)</sup>
	Mr H Griffiths <sup>(HG)</sup>	Mr T Scott <sup>(TS)</sup>
	Ms S Higman <sup>(SH)</sup>	Mr N Taylor <sup>(NT)</sup>
	Mr A Hollick <sup>(AH)</sup>	Miss C Westgarth <sup>(CW)</sup>

In attendance: 6 members of the public and Mrs Gail Stoehr (Clerk).

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

- 1.1 To receive written apologies for absence and reasons  
 Apologies for absence were received from Cllrs McCabe (Out of parish) and Pemberton (work commitment) and County Cllr S Frost.
- 1.2 To receive declarations of interests from councillors on items on the agenda  
 Cllr Westgarth declared an interest in the payment reimbursing her for Christmas Lights expenses.  
 Cllr Moffat declared an interest as the Parish Council's representative on the Comberton Playground Project.
- 1.3 To receive written requests for dispensations for interests (if any)  
 None.
- 1.4 To grant any requests for dispensation as appropriate  
 None.

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

A resident thanked the Parish Council and all involved in having the street light in Harbour Avenue reinstated.

Cllr Higman arrived at 7.32 pm.

Mr Don Proctor, the planning consultant for the Barton Road development started to present plans which were referred to the Planning Committee meeting.

A resident referred to Item 3.2 and observed that shrubs also needed replacing at Normandy Close Public Open Space.

District Cllr Scott's report was taken as read.

**2. To approve the minutes of the last meeting on 12 November 2014 including the confidential minutes and also the confidential minutes of the October meeting**

RESOLVED that the minutes of the last meeting on 12 November be approved <sup>(Prop HG, 2nd SH, carried with 2 abstentions)</sup> and signed by the Chairman.

Approval of the confidential minutes of 12 November and the October meeting were deferred to the next 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 matters arising, was noted.

- 3.1 (3.1) To consider pitch maintenance report and the specification for the maintenance of the pitches  
 RESOLVED that the specification should be for a cut once a week of the newly sown area, excluding the buffer zone, commencing from the first week after Easter. The Clerk was delegated to arrange earlier cuts if so advised by the Recreation Ground Working Group.  
 RESOLVED to appoint CGM and to accept the quotation of £56.00 plus VAT per occasion to cut the newly sown grass excluding the buffer zone.  
 RESOLVED to seek a quotation for fertiliser in spring and weed treatment and fertiliser in autumn and to delegate to the Clerk to put the works in place if required on advisement from the Recreation Ground Working Group..  
 RESOLVED to seek a quotation for dealing with the grass rust and to delegate to the Clerk to put the works in place if required on advisement from the Recreation Ground Working Group..  
 RESOLVED to defer consideration of vertidrainage and top dressing to 2016. (Prop RE, 2nd TS)
- On a proposition by the Chairman, it was agreed to vary the order of business to take Item 5.2 at this point.
- 5.2 Tree Group and proposal for a buffer between the wood and pitches boundary  
 RESOLVED to accept the recommendation from the Tree Group to establish a buffer zone and to amend the current contract with CGM at the current contract price. (Prop CW, 2nd SM)
- 3.2 (3.4) Normandy Close landscaping – to consider quote for ongoing maintenance and if the dead tree should be replaced  
 RESOLVED that the Tree Group is to make an inspection and advise the Clerk on the tree and shrubs to be replaced and the Clerk is delegated to arrange the works using the S106 maintenance fund.
- 3.3 (5.3.1) Permissive Path agreement update  
 RESOLVED to note that St John's College had agreed that the path can be used by cyclists and other landowners will now be approached to sign up to the same agreement. The working groups are to look at the ownership of the wood if agreement is not forthcoming.
- 3.4 (5.2) To consider quote to crown lift two oak trees, and picus report  
 RESOLVED to receive the picus report from Peter Oakes and to monitor trees 088 and 081.  
 RESOLVED to obtain two further quotes to reduce the crown of tree 081.
- 3.5 (5.4) Comberton Playground Project update and to consider quotations for Phase 3  
 It was noted that a second quote had been received.

#### 4.

## Finance, procedure &amp; risk assessment

## 4.1 To receive the financial report and to approve the payment of bills

RESOLVED to receive the financial report and that this be checked against the invoices and statements before the cheques are signed at the end of the meeting.

RESOLVED <sup>(Prop HG, 2nd AH, carried with 2 abstentions)</sup> that the payments as listed in the financial report should be paid, plus CGM (Cleaning) £45.60 and (Grass cutting) ££46.12, and C Westgarth (Christmas lights expenses) £60.08.

Peter Oakes (Tree works)	£96.00
CGM (Cleaning)	£136.80
Salaries	£282.87
HMRC (PAYE)	£86.40
LGS Services (Admin support)	£1610.57
LGS Services (Admin support)	£1548.05
G Rooke & Son (Manhole repair)	£495.00

RESOLVED not to renew the Countryside Watch membership.

Credits including the Comberton Playground Project contribution and WREN grant, and income from the recycling collection, were noted. It was also noted that £45,000 had been received from Sport England for the pitches and that the outstanding £5000 was expected in June 2015. The deed of dedication and title had finally been completed.

RESOLVED that Mills and Reeves invoice could be paid when received, between meetings if necessary..

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

## 5.1 Planning Committee report

The Planning report as circulated was taken as read.

## 5.2 Tree Group and proposal for a buffer between the wood and pitches boundary

Taken earlier. The report was taken as read.

RESOLVED given the recent damage on The Drift which had left it deeply rutted that Cllr Westgarth should pursue the seasonal closure with Peter Gaskin at Cambridgeshire County Council.

RESOLVED that Cllr Westgarth should consider the CCC consultation on restructuring public rights of way into highways and respond on the Parish Council's behalf if required.

## 5.3 Assets Review to consider the report and works required

RESOLVED to receive the report and delegate to the Clerk to arrange repairs and put works in hand. <sup>(Prop HG, 2nd AB).</sup>

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

## 6.1 SCDC – fish and chip van request to trade

RESOLVED to note that despite the van was already trading the Parish Council had no objections.

RESOLVED to allow residents' correspondence to be laid before the Council

## 6.2 Royal Mail vans parking on the road

RESOLVED given the complaints that had been received that Royal Mail vans were parking on an unlit stretch of road that the Parish Council should offer alternative parking at the Recreation Ground. <sup>(Prop HG, 2nd AB)</sup>

6.3 Resident – damage to the Causeway  
RESOLVED that the Chairman should telephone the residents to discuss and that the Council would be able to see if there was any damage following the annual cleaning works.

**7. Closure of meeting**

Streetlighting complaints are to be considered at the next meeting.

The Chairman will attend the site meeting at the South Street allotments regarding the verge.

The Parish Council expressed disappointment that County Cllr Frost had not responded to residents and a letter is to be sent to him urging him to deal with residents' concerns promptly.

The budget review is to be an agenda item for the next meeting.

There was no further business and the meeting was declared closed at 9.03 pm.

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

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APPROVED