

**COMBERTON PARISH COUNCIL****The minutes of the Parish Council meeting held on  
Wednesday 9 December 2015 in the Village Hall at 7.30pm**

Members present:	Miss A Bacon (Chairman) <sup>(AB)</sup>	Mr S Moffat <sup>(SM)</sup>
Councillors:	Ms A Barford <sup>(ABar)</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>
	Dr J McCabe <sup>(JM)</sup>	Miss C Westgarth <sup>(CW)</sup>

In attendance: 3 members of the public including Rob Hopwood (Bidwells) 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 Cllr Hollick (illness) and Westgarth (lateness). Apologies were also received from and Caragh Urquhart.
- 1.2 To receive declarations of interests from councillors on items on the agenda and details of any dispensations held  
Cllrs Taylor and Scott declared an interest in item 4.1 as adjacent landowners.
- 1.3 To receive written requests for dispensations for interests and to grant any requests for dispensation as appropriate (if any)  
None.

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

A resident asked for information on the City Deal. The Parish Council explained that leaflets were available in the Village Hall but the consultation was now closed. It was noted that there were problems with cycling in Green End.

Cllrs Taylor and Scott, having previously declared an interest, left the meeting.

Rob Hopwood of Bidwells spoke to the plans which had previously been circulated, including proposals for start up units. Building 1 would be two storeys high, and buildings 2 and 3 would be 1.5 storeys high. The development would take place in three phases. It was explained that the investor required two storey buildings to make the scheme work. The proposals were for an office development but could also be for creative enterprises looking for space. A flood risk assessment would be undertaken as there was a watercourse to the west. Lighting would be low level powered by solar panels.

Cllrs Taylor and Scott re-joined the meeting.

Cllr Westgarth arrived at 7.50 pm.

The report of the District Councillor had been circulated and he also referred to complaints from residents of Hillfield Road about parking on the grass and others about bins not being emptied.

**2. To approve the minutes of the last meeting on 11 November and the confidential minutes of 14 October**

RESOLVED that the minutes of the meeting on 11 November be approved and signed by the Chairman, after amendments under item 6.3.2 to read "RESOLVED to note that all the agreements had been signed", and under item 8, to change the date of the carol singing from 11 December to 4 December. (Prop AB, 2nd SH, carried with 2 abstentions)

RESOLVED that the confidential minutes of 14 October be approved and signed by the Chairman. (Prop AB, 2nd JM, carried with 2 abstentions)

**3. Co-option to fill casual vacancy**

RESOLVED to co-opt Anna Barford and Caragh Urquhart as members of the Parish Council. <sup>(Prop CW, 2nd JM, unanimous)</sup> Cllr Barford signed her declaration of acceptance of office before taking her seat on the Council. Cllr Urquhart is to sign her declaration of acceptance of office before the start of the next meeting.

**4. 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.

**4.1 Bidwells – proposal for starter office units on Barton Road**

Cllrs Taylor and Scott, having previously declared an interest, left the meeting at 8.02 pm.

RESOLVED that the Parish Council was in principle in favour of the application in its present form. <sup>(Prop SM, 2nd JP unanimous)</sup>

On a proposition by the Chairman, the meeting was briefly suspended at 8.10 pm to allow questions to be asked. A query was raised as to the direction of drainage tankers, which had been visiting Swaynes Lane.

Cllrs Taylor and Scott re-joined the meeting at 8.12 pm.

**4.2 (6.2) To consider quotations for replacement rubber matting at Watts Wood bridge**

RESOLVED to delegate to the Chairman and the Clerk to accept a quotation at a similar cost to the last time. <sup>(Prop HG, 2nd AB, unanimous)</sup>

**4.3 (6.3.1) TWG recommendation on resident's request for mirror in Branch Road**

Deferred until further information had been received from the TWG.

**4.4 (4.3) Employee review and**

**4.5 (6.5) Proposal that the Parish Council employs a litter picker**

On a proposition by the Chairman, it was agreed to vary the order of business to take these items at the end of the meeting.

**4.6 To consider quotes for the clearance of the ditch behind the School Houses**

RESOLVED to accept the quotation from Buchans for a cost of £543.50 plus VAT. <sup>(Prop CW, 2nd TS, unanimous)</sup>

**4.7 To consider the tenders for the grass cutting and village maintenance and also if the Parish Council should cut the highway verges**

RESOLVED having considered the tenders received to contract Buchans at a cost of £13254.10 pa plus VAT for a three year contract for grass cutting and village maintenance, excluding the fertiliser and goal renovation subject to a review after three months, a break clause if service unsatisfactory. <sup>(Prop NT 2nd AB unanimous)</sup>

RESOLVED having considered the tenders received for the highway verges to contract Buchans for a three year contract at a cost of £1329.00 pa plus VAT to cut the verges three times per annum subject to review after three months, a break clause if service unsatisfactory and the Parish Council's right to cancel the verges grass cutting contract if the County Council does not pay over its agency services money. <sup>(Prop NT 2nd AB unanimous)</sup>

Cllr Preston left the meeting.

- 4.8 (6.4) To consider Peter Oakes's report on trees on the recreation ground along the School boundary line

Cllr Westgarth declared an interest as Chair of Governors at the School. The School was in the process of having the fencing replaced and may clear the trees. Cllr Westgarth left the meeting at 8.55 pm.

RESOLVED to accept the quotation from Peter Oakes for the sum of £640.00 plus VAT for work on the trees, and to accept the quotation for the urgent removal of a tree which had fallen on to the cycle racks, for the sum of £250.00 plus VAT. The trees belonging to the County Council for which safety work was recommended are to be reported to CCC. <sup>(Prop SM, 2nd HG, unanimous)</sup>

Cllr Westgarth re-joined the meeting at 8.58 pm.

## 5. Finance, procedure & risk assessment

- 5.1 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 CW, 2nd NT unanimous)</sup> that the payments as listed in the financial report should be paid, plus SLCC (renewal) £285.00, Coulson (pavilion repairs) £1626.07, and Alarm Maintenance (service) £117.60.

Peter Oakes (Tree works)	£144.00
Peter Oakes (Tree works)	£108.00
Rooke & Son (Spinney clearance)	£1150.00
CGM (Normandy Close fence)	£48.00
CGM (Grass cutting)	£1237.97
Salary	£271.87
Salary	£20.00
LGS Services (Admin support)	£1756.67

- 5.2 Clerk's report on any use of delegated powers

The Clerk's use of her delegated powers was noted, as follows:

- To contract CGM to remove graffiti from the children's play equipment.
- To contract CGM to repair the Skyline (free of charge)
- To contract CGM to remove offensive graffiti from the skate park.

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

- 6.1 Transport Working Group

- 6.1.1 Proposal on traffic monitoring

RESOLVED to write to ask Mayer Brown Consultants Head Office to ask who they were carrying out the traffic monitoring for and to request access to the data. <sup>(Prop SH, 2nd HG, unanimous)</sup>

- 6.1.2 Proposal that the Parish Council sets up Speedwatch

RESOLVED to start up a Speedwatch team and place an article in Contact. Roger Musgrove had volunteered to be on the team. The Finance and Budget Working Group is to look at the implications of the TWG's proposal that the Parish Council ask Hardwick and Toft Parish Council if Comberton Parish Council can share its Speedwatch camera at a cost of £500. <sup>(Prop SH, 2nd SM unanimous)</sup>

- 6.2 Tree Group – proposal that the Council purchase and approve the planting of 2 cherry trees in South Street and the planting costs of 3 cherry trees in Green End

RESOLVED to appoint Cllr Taylor to the Tree Group. <sup>(Prop AB 2nd JM unanimous)</sup>

RESOLVED to ask Peter Oakes to supply the trees for a cost of up to £250.00 and that Cllrs McCabe and Scott will liaise with Peter Oakes regarding delivery. <sup>(Prop AB 2nd JM unanimous)</sup>

RESOLVED that the planting be undertaken by Cllrs Taylor and Scott at no cost to the Council as members of the Tree Group under that working groups existing risk assessment. <sup>(Prop AB 2nd JM unanimous)</sup>

RESOLVED, given that the cost of the trees was only £10.00 greater than that approved in October 2014, to accept the kind offer from Cllrs Taylor and Scott to contribute £5.00 each towards the cost. (Prop AB 2nd JM unanimous)

- 6.3 Assets Review Working Group – to consider putting any works required in hand  
The bins on the highway are the responsibility of the District Council.  
RESOLVED to check the lease to establish who has responsibility for the maintenance of the steps and handrail to the rear of the village hall and if it is the Parish Council the access should not be used. It was noted the Clerk had already had the dangerous handrail removed.  
Resolved to seek quotations for the works identified in the assets review and to consider these at a future meeting (Prop HG, 2nd AN unanimous)
- 7. To consider matters arising out of correspondence/communications received**
- 7.1 Connections Bus Project – to consider the costs for next year  
Cllr Griffiths left the meeting briefly.  
RESOLVED to accept the quotation for period 1<sup>st</sup> April 2016 to 31 March 2017 for a cost of £252.50 per session, representing a 1% increase for 41 weeks per annum that is term time and the first and last weeks of the summer holidays. The total cost being £10,352.50 (Prop AB, 2nd HG unanimous)  
RESOLVED to ask the Connections Bus Project to place an article in Contact and to inform them that the Council expects the price to reduce should a volunteer be found.  
RESOLVED to apply for a Cambridge Community Foundation Grant towards costs on the grounds that this contributes toward crime reduction.  
RESOLVED to place an article in Contact requesting volunteers to assist with the Connections Bus which would reduce the cost to the Parish Council.
- 7.2 Resident request to purchase land adjacent to 11 St Thomas Close  
RESOLVED to refuse the request as the Parish Council's policy is never to sell land. (Prop SM, 2nd AB, unanimous)  
On a proposition by the Chairman, it was agreed to vary the order of business to take item 7.5 at this point.
- 7.5 Resident request that the tree adjacent to 11 St Thomas Close is pruned  
RESOLVED to respond that the resident may cut back any overhanging branches and stack them neatly at the base of the tree. The Parish Council will review the situation when the tree survey is carried out next year. (Prop JM 2nd CW unanimous)
- 7.3 Resident – proposal for reducing speed limits in the village to 20 mph  
RESOLVED that the TWG should investigate what support there was from residents, CCC and the Police to reduce the speed limit. (Prop AB, 2nd SH, unanimous)  
RESOLVED, that the Parish Council in principle supported the reduction to 20 mph in the village and that the Parish Council will then consider the proposal further when more information is known, such as the extent of the proposed limit and the costs involved. (Prop AB, 2nd SH, unanimous)
- 7.4 Cambridge Housing Society – Normandy Close POS fencing  
RESOLVED to ask the Cambridge Housing Society to send a photograph of the fence referred to as none had been seen on the assets walk.
- 7.5 Resident request that the tree adjacent to 11 St Thomas Close is pruned  
Taken earlier.
- 7.6 SCDC Precept payments consultation  
RESOLVED that the dates were acceptable.  
RESOLVED to find out why the number of Band D households was less than expected and why the District Council cannot collect from everyone.
- 7.7 SCDC LDF consultation  
Noted.

