

COMBERTON PARISH COUNCIL
The minutes of the Parish Council meeting held on
Wednesday 14 January 2015 in the Village Hall at 7.30pm

Members present:	Miss A Bacon	Mr S Moffat ^(SM)
Councillors:	(Chairman) ^(AB)	Mr B Pemberton ^(BP)
	Mr R Elleray ^(RE)	
	Mr H Griffiths ^(HG)	Mrs J Preston ^(JP)
	Mr A Hollick ^(AH)	Mr N Taylor ^(NT)
	Dr J McCabe ^(JM)	Miss C Westgarth ^(CW)

In attendance: 3 members of the public including County Cllr S Frost 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 Scott and Higman.
- 1.2 To receive declarations of interests from councillors on items on the agenda
 Cllr Pemberton declared an interest in Item 5.3 as his children attended the holiday club.
 Cllrs Bacon, Griffiths, Hollick, McCabe, Moffat, Pemberton, Preston, Taylor and Westgarth declared an interest in the setting of the precept as ratepayers, and also the existence of their dispensations allowing them to speak and vote.
- 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

Rev Keith Tarring, Minister of the Baptist Church, spoke about the youth application and asked the Parish Council to be a referee for the application,

Cllr Frost reported on:

- the South Street allotments access. He has been working with the CCC Highways and Infrastructure Chairman, Cllr Hickford. CCC maintains that this was not constructed by it and therefore will not accept any responsibility.
- Street lighting works are still ongoing. Balfour Beatty are not being paid until everyone is satisfied. Cllr Frost was asked to obtain a timescale for the connections.

A resident reported that street lighting was on at 3 pm on one day over the Christmas period.

2. To approve the minutes of the last meeting on 10 December 2014, and also the confidential minutes of the October and November meetings

RESOLVED that the minutes of the last meeting on 10 December be approved ^(Prop AH, 2nd NT, carried with 2 abstentions) and signed by the Chairman.

Approval of the confidential minutes of October and November 2014 meetings was 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 (5.2 of 12.11.14) To consider tree planting arrangements and quotation received
RESOLVED to defer consideration of this item to Item 4.4.
- 3.2 (5.2 of 12.11.14) Shrubs planted on Parish Council land
RESOLVED as this had not been looked at during the assets review to defer this to the next meeting to allow time for the members to visit the site and take a look. A copy of their title plan is to be sought to be held on record. Cllr Taylor is to provide the Clerk with the resident's address.
- 3.3 (3.1) Pitch maintenance – to consider quotations for fertiliser, weed treatment and grass rust
RESOLVED to seek more quotations.
- 3.4 (3.4) To consider quotes to lift the crown of tree 081
RESOLVED having considered the quotations received to accept the quotation from Peter Oakes for £1950 to reduce the crown of tree 081, which whilst being more expensive, was more comprehensive and more in line with the Parish Council's requirements. The cost is to be taken from the contingency budget. (Prop CW, 2nd JM)
- 3.5 (7) Report on meeting at South Street Allotments
RESOLVED that the Chairman is to discuss this with the South Street Allotments Society and if there is something that the Parish Council can positively do then the Council will reconsider the matter.
RESOLVED if reinstatement is to take place then it must be carried out with no damage to the cobbles.
- 3.6 (7) Report on site meeting about the Causeway
RESOLVED to receive the Chairman's report that she had spoken to the resident and the damage will be assessed after the work by CGM has been completed.
RESOLVED to note that further damage had been caused to the Causeway by the gravedigger. Cllr Westgarth will raise this at the PCC meeting.
RESOLVED to write to the gravedigger and ask for reinstatement. Cllr Westgarth to provide the Clerk with his contact details.
- 3.7 (7) Streetlighting complaints
Taken earlier.

4. Finance, procedure & 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 ^(Prop AB, 2nd BP) that the payments as listed in the financial report should be paid, plus SLCC (Membership renewal) £285.00.

Alarm Maintenance (Alarm service)	£231.60
Salaries	£296.08
ICO (DPA)	£35.00
Came & Company (Insurance)	£59.91
CGM (Cleaning)	£136.80
CGM (Cleaning)	£45.60
CGM (Hedge pruning)	£108.82
CGM (Shrub pruning)	£21.77
Peter Oakes (Tree and shrub works)	£240.00
Mills & Reeve (Deed of dedication)	£4524.85
RPM (Fun box repairs)	£276.00
CGM (Grass cutting)	£600.66
Cambs ACRE (Affiliation fee)	£54.00
Connections Bus (Youth bus)	£2450.00
LGS Services (Admin support)	£1513.23

Credits including a VAT reclaim, a wayleave payment, pitch hire fees, and grant funding from Awards for All and the Big Lottery Fund, were noted.

4.2 Annual review of electricity prices

Deferred to the next meeting.

4.3 To review the budget FY2015

The Finance and Budget Working Group's report and budget recommendation was considered.

A grant from P3 was anticipated. The TWG budget is to be earmarked if not spent at the year end.

4.4 To consider and approve a budget for FY2016

RESOLVED to approve the budget for FY2016 following one amendment to the TWG budget which is to be reduced from £15,600 to £5,600 and £10,000 is to be moved to contingency heading for special projects. ^(Prop HG, 2nd BP)

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

6.2 Connections Bus to consider fees

RESOLVED to agree to the terms of the contract. The Parish Council would prefer afternoon visits in the winter, preferably on Thursday, but would be prepared to be flexible. ^(Prop SM, 2nd AH)

RESOLVED to receive the Connections Bus report and to enquire as to the upper age limit and the implications of having 18 year olds with younger children.

RESOLVED to make a grant application to CCC for funding towards the Youth Bus.

4.5 To set and demand the precept for FY2016

RESOLVED to seek a precept of £58,370 from South Cambridgeshire District Council, being the amount required by the Parish Council to balance its budget. ^(Prop CW, 2nd BP)

- 4.6 Appointment of internal auditor for FY2015
RESOLVED having considered the quotations received to appoint Jacquie Wilson of Canalbs Ltd as internal auditor.
- 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 RWG report
- 5.2.1 To consider a specification for a boot scraper and how the one requested by United can be funded
RESOLVED that the Football Club could apply for an S137 grant which the Parish Council will consider before the end of the financial year.
RESOLVED to receive Cllr McCabe's verbal report on her meeting with the Bowls Club and its concerns regarding the zip wire and problems with deliveries once a year of top soil, and the solutions discussed.
RESOLVED that deliveries could gain access via the land extension.
- 5.3 Comberton Baptist Church request for a referee for a youth application
RESOLVED that the Parish Council supports the application and will act as referee.
(Prop CW, 2nd AH)
- 5.4 Phase 3 playground project – to consider quotes received and to put works in hand
RESOLVED to place an order with Kompan for the sandpit as soon as the consultation has been completed to meet the terms of the Awards for All grant but given the problems experienced with the company so far, that the Parish Council's policy is to retain 10% for six months.
(Prop BP, 2nd AB)
- 6. To consider matters arising out of correspondence/communications received**
- 6.1 Buckingham Palace Garden Party – to consider if a nomination should be made
RESOLVED to nominate Cllr Westgarth.
(Prop AB, 2nd JM)
- 6.2 Connections Bus to consider fees
Taken earlier.
- 7. Closure of meeting**
Travellers on Bridleway 10 have been reported.
There was no further business and the meeting was declared closed at 9.43 pm.

Signed Chairmandate
