

**COMBERTON PARISH COUNCIL**  
**The minutes of the Parish Council meeting held on**  
**Wednesday 10 January 2018 in the Village Hall at 7.30pm**

Members present:	Mr H Griffiths (Chairman) <sup>(HG)</sup>	Mr T Scott <sup>(TS)</sup>
Councillors:	Dr P Black <sup>(PB)</sup>	Mrs L Tatnell <sup>(LT)</sup>
	Ms J Feldman <sup>(JF)</sup>	Mr N Taylor <sup>(NT)</sup>
	Mr A Hollick <sup>(AH)</sup>	Mr M Tebbit <sup>(MT)</sup>
	Dr J McCabe <sup>(JM)</sup>	Ms C Urquhart <sup>(CU)</sup>
	Mr S Moffat <sup>(SM)</sup>	Miss C Westgarth <sup>(CW)</sup>

In attendance: 2 members of the public, Mr Rick Mister (Recreation Ground Co-ordinator and Handyman) and Mrs Gail Stoehr (Clerk).

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

- 1.1 To receive written apologies for absence and reasons  
None.
- 1.2 To receive declarations of interests from councillors on items on the agenda and details of any dispensations held  
Cllr Tebbit declared an interest in item 3.4 as neighbour to Bennell Farm.  
Cllr Hollick declared an interest in item 4.7 as a Trustee of the Village Hall.  
Cllrs Griffiths, McCabe, Moffat, Tatnell, Taylor, Urquhart, Scott, Hollick, Feldman and Westgarth declared an interest in the setting of the precept as residents and Council Tax payers.  
Cllr Scott declared an interest in item 6.1 as a resident of Green End.
- 1.3 To receive written requests for dispensations for interests and to grant any requests for dispensation as appropriate (if any)  
None at this point.

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

A resident spoke to his correspondence regarding parking near the Doctors' surgery in Green End and requested road markings to spread parking out.

On a proposition by the Chairman, it was agreed to vary the order of business to take item 3.9 and 6.1 after item 2.

The County and District Councillors' written reports, as circulated, were taken as read.

**2. To approve the minutes of the last meeting**

RESOLVED that the minutes of the meeting on 13 December 2017 be approved and signed by the Chairman. <sup>(Prop CU, 2nd NT, unanimous)</sup>

- 3.9 To consider any applications to fill the casual vacancy

RESOLVED to co-opt Dr Pamela Black of 39 West Street as a member of the Parish Council. <sup>(Prop HG, 2nd CW, unanimous)</sup>

- 6.1 Resident – Doctors' surgery parking in Green End

The meeting was briefly adjourned at 8.46 pm to enable the Parish Council to ask questions of the resident. The meeting resumed at 8.47 pm.

RESOLVED to defer this to the next meeting so that the Transport Working Group could set up a meeting with the Practice Manager at the Surgery. The situation has been exacerbated by problem drains, which has now been resolved. Cllr Scott has kindly offered the use of his farmyard for parking by the surgery staff.

**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) Greater Cambridge Partnership – Cambourne to Cambridge Phase One consultation

RESOLVED that the Parish Council supports the Scotland Farm site for the Park and Ride, as the site in the best position to receive traffic; environmental concerns about the impact of light pollution and damage to the Green Belt; and traffic considerations. (Prop CW, 2nd JM, unanimous)

RESOLVED that the Parish Council supports bus route Option B. The Parish Council felt that a dedicated bus lane would assist the speed of the journey. (Prop CW, 2nd SM, unanimous)

3.2 (3.2) To consider the Great West Walk proposal

RESOLVED to make no response.

3.3 (3.3) To consider provision of a litter bin at Watts Wood

RESOLVED not to install a litter bin as the refuse collectors cannot access the area and to note that Mr Mister has been picking up litter in the wood. (Prop HG, 2nd AH, unanimous)

3.4 (3.4) Bennell Farm S106 update and to consider the next steps

RESOLVED to note the correspondence from Toft Parish Council and that South Cambs District Council had said they were concerned with the issues the Council had raised and have requested an investigation.

The next two items were taken together.

3.5 (5.1) To consider report and recommendation regarding tree in Harbour Avenue and

6.2 Resident – complaint about trees between Bakers Close and The Valley

RESOLVED to adopt a policy to only to carry out the works shown within the tree survey; however, the Tree Group will continue to monitor the situation, and make a recommendation if and as appropriate.

3.6 (5.3) To consider quotations for the tiles on the Pavilion roof and the bus shelter if received

RESOLVED to accept the advice and recommendation from the Recreation Ground Co-ordinator, that the tiles on the Pavilion be monitored and that no quote is required for the time being, and that he will attend to the tiles on the bus shelter. (Prop NT, 2nd CU, unanimous)

3.7 To consider quotation for tree works priority B and C, to be completed before the end of March 2018

RESOLVED to accept the £3600.00 quotation from Town and Country Tree Surgery for the priority B work to be carried out before the end of March and the £395.00 quotation from Acacia Tree Surgery for priority C work, to be carried out within two years.

3.8 Comberton Baptist Church – request for funding for youth workers

RESOLVED to defer consideration of this item to the budget discussion later in the meeting.

3.9 To consider any applications to fill the casual vacancy

Taken earlier.

3.10 To consider the quotes for the Priority B and C tree works

Duplicated item.

- 3.11 Proposal that the Parish Council purchases a flood warning kit  
The proposal was withdrawn. The flood warning kit will be provided free of charge if the Parish Council prepares a flood report. The Working Group will draft this for consideration by the Council at a future meeting.

#### 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 <sup>(Prop CU, 2nd NT, unanimous)</sup> that the payments as listed in the financial report should be paid, plus Information Commissioner (Data Protection renewal) £35.00 <sup>(Prop NT, 2nd HG, unanimous)</sup>; Comberton Baptist Church (Youth group) £575.00; and Countryside Watch (Subscription) £52.00, under the Crime and Disorder power. <sup>(Prop HG, 2nd TS, carried with 1 abstention)</sup>

Command Pest Control (Pest control)	£42.00
LGS Services (Payroll)	£250.20
Salary	£346.73
Salary	£131.15
Buchans (Grass cutting)	£2004.31
LGS Services (Admin support)	£1841.79
NEST (Pension)	£168.70
Greenham (Cleaning supplies)	£13.23

Credits, including pitch hire fees, were noted.

RESOLVED to set up a direct debit with the Information Commissioner for the annual data protection fee.

RESOLVED to ask Countryside Watch for information on their Whatsapp group.

- 4.2 Clerk's report on any use of delegated powers and action taken due to risk  
The Clerk reported on the use of her delegated powers to contract Universal Fencing to supply up to 5 posts for Hillfield Road to meet the shortfall on the order.

- 4.3 Recreation Ground Co-ordinator and Handyman's items

- 4.3.1 Report on any use of delegated powers and action taken due to risk

Mr Mister reported on additional items. The extractor fan in the Pavilion needs replacement. The small fan heaters in the changing rooms on pressure pads were insufficient. Mr Mister will obtain quotations for the Council's consideration.

It was noted that SCDC would not collect rubbish from the precast concrete bin.

He also reported on his investigations into fees charged for pitch and pavilion hire in other villages.

RESOLVED to record that Council's thanks to Mr Sewell for his litter picking work on the recreation ground.

RESOLVED to note that the Recreation ground Co-ordinator's three month appraisal was being organised in line with his contract.

RESOLVED to write to the Village Hall Committee that the Parish Council has noted on its Assets Walk that the front fence needs attention, and under the lease they have the repairing obligation.

- 1.3 To receive written requests for dispensations for interests and to grant any requests for dispensation as appropriate (if any)  
RESOLVED that a dispensation be granted to Cllr Feldman regarding items 4.4, 4.5 and 4.6.

- 4.4 To review the budget FY2018 and consider arrangements for any outstanding projects  
**RESOLVED** <sup>(Prop HG, 2nd SM, carried with one abstention)</sup>
- 1) to earmark at year end any under-spend in the Trees, Pavilion, Lands Maintenance, Village and Assets Maintenance and TWG, with all other under-spends to be released to General Reserves. <sup>(Prop HG, 2nd CU, unanimous)</sup>
  - 2) to affiliate to LCPAS for support and advice on the General Data Protection Regulations and other legislation at a maximum cost of £100.00. <sup>(Prop HG, 2nd CW, unanimous)</sup>
  - 3) the RWG should review the recreation ground fees and bring a recommendation to the next meeting.
  - 4) that it is not necessary for any of the Clubs to forfeit their deposit as the clubs have been leaving the Pavilion in an acceptable state and Mr Mister is doing a deep clean.
  - 5) that the Council notes the dates on the S106 earmarked funds in particular the Thornbury fund. The working groups are to bring a recommendation on this to a future meeting.
  - 6) To note the baseline budget as prepared by the F&BWG and RFO amounts to £45,909 which includes £1,500 towards the lease negotiations and advice on the Old Village Hall.
- RESOLVED** to receive the verbal report that the costs of a container for the recreation ground would be to rent either £25.00 per week or £2.50 per or £1,800.00 to purchase. Both options would require a concrete base, day plus delivery and collection charges, and a planning fee. Crusaders had offered to contribute £400 and an application had been submitted to the Community Chest for a £547.28 grant.
- RESOLVED** to fund the 4 additional grit bins from this year's budget.
- RESOLVED** to note that the funds allocated to the TWG in the current 2018 budget are £2,861.00 for "TWG - interactive signs and road markings" and £3,482.20 in earmarked reserves for "TWG" with the speedwatch signs still outstanding.
- 4.6 To set and demand the precept for FY2019  
**RESOLVED** to keep the precept at £59,400.00, the same as the previous year, to cover the baseline budget and to include £3,000.00 for contingency, £3,500.00 for youth and £2000.00 for a container with the balance of £4,991 to be put into an unspecified Transport Working Group budget.
- 4.5 To consider and approve the budget for FY2019  
**RESOLVED** that the budget be approved with the inclusion of the extra items in item 4.6. <sup>(Prop HG, 2nd SM, unanimous)</sup>
- 4.7 Old Village Hall Lease from 2019 – to consider the appointment of a Solicitor  
 At 10.05 pm, 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, discussion of legal matters, the public and the Recreation Ground Manager were temporarily excluded from the meeting and were instructed to withdraw. The Clerk was invited to remain.  
 At 10.12 pm the meeting was re-opened to the public.
- RESOLVED** to seek quotations from Hewitson, Taylor Vintners and Nick Hancox for legal advice on matters relating to the lease renewal for the Old Village Hall.
- 5. To receive reports and recommendations from committees, working groups and members**  
 None.

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

6.1 Resident – Doctors’ surgery parking in Green End  
Taken earlier.

6.2 Resident – complaint about trees between Bakers Close and The Valley  
Taken earlier.

6.3 CCC – Request that the Parish Council considers maintaining two new bus shelters near Bennell Farm  
RESOLVED to refuse the request, given that the shelters should have been funded by the S106 money, there is already a shelter by Kentings, and the site is in Toft Parish.

6.4 SCDC Consultation on main modifications to the South Cambridgeshire Local Plan and Cambridge Local Plan  
RESOLVED to note that the main modification, relating to the site off Barton Road, was to delete a Green Space site and replace it with a village amenity area.

6.5 SCDC – Cleaner Communities Pilot scheme  
RESOLVED to respond that the Parish Council is interested in joining the scheme but that SCDC would need to cover the insurance for a large road sweeper if used.  
RESOLVED that the Handyman should be the contact.

**7. Closure of meeting**

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

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

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