

**COMBERTON PARISH COUNCIL**  
**The minutes of the Annual Parish Council meeting held on**  
**Wednesday 11 June 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 P Crossley <sup>(PC)</sup>	Mr B Pemberton <sup>(BP)</sup>
	Mr R Elleray <sup>(RE)</sup>	Mrs J Preston <sup>(JP)</sup>
	Ms S Higman <sup>(SH)</sup>	Mr T Scott <sup>(TS)</sup>
	Mr A Hollick <sup>(AH)</sup>	Mr N Taylor <sup>(NT)</sup>
	Dr J McCabe <sup>(JM)</sup>	Miss C Westgarth <sup>(CW)</sup>

In attendance: 2 members of the public including Ms D Hatherly (Comberton Playground Project) and Mrs Gail Stoehr (Clerk).

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

Apologies for absence were received from Cllr Griffiths. (Out of parish)

- 1.1 To receive declarations of interests from councillors on items on the agenda  
 Cllr Moffat declared an interest in Item 3.3 as a trustee of the Comberton Playground Project, and also the existence of his dispensation.  
 Cllr Scott arrived.
- 1.2 To receive written requests for dispensations for interests (if any)  
 None.
- 1.3 To grant any requests for dispensation as appropriate  
 None.

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

Ms Denise Hatherly provided an update to her written report. Two donations of £250 had been received towards the project, leaving a shortfall of £2916 including the £1100 contingency.

Cllr Scott reported as District Councillor on:

- The work of the Planning Committee.
- The hedge boundary of St Neots Road to the A428 roundabout is to be cleared on the left hand side as it is dangerous. County Cllr Frost is to be informed and asked to take this forward.
- Parking on Barton Road.
- The A603.

**3. To approve the minutes of the last meeting on 14 May 2014**

RESOLVED that the minutes of the last meeting on 14 May be approved <sup>(Prop SH, 2nd BP, carried with 2 abstentions)</sup> and signed by the Chairman.

**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.

RESOLVED to receive the verbal report from from Cllrs McCabe and Scott on a meeting with the resident regarding the BT box. BT had recognised the Parish Council's concerns but explained that the procedure and assessment was undertaken in partnership with the County Council. It had not been possible to combine the new box with the existing box as clearance was needed around it, and the County Council had approved the location. The Planning Committee may take the matter up with CCC's Highways department as already delegated to liaise to bring the matter to a successful conclusion.

- 3.1 (7.3) Hillfield Road – to consider Tree Warden's recommendation about landlord's concerns regarding trees blocking light

On a proposition by the Chairman, this item was deferred to be taken under Item 5.3.

- 3.2 To note action taken by the Clerk using her delegated powers to change the Kompan contract for Phase 2

The Council noted the Clerk had used her delegated powers, in consultation with Cllr Crossley, to secure the WREN grant as WREN would not cover the contingency a contract for a painted surface was issued instead which would be covered in full by WREN.

- 3.3 Phase 2 of Playground Project – The Story Maker – to consider how this will be funded

RESOLVED to order the Story Maker and Daisy Springer and settle the invoice which will be for £11,212.70 plus VAT, subject to reimbursement by the Comberton Playground Project of the full amount including the shortfall of £2,916. <sup>(Prop RE, 2nd JM)</sup> It was expected that the Story Maker and Daisy Springer would be installed at the same time as Phase 2.

- 3.4 Came and Co response on insurance requirements for volunteers

RESOLVED to note the advice from Came and Co on volunteers, risk assessment and volunteers using their own equipment and to check with the insurance company in writing regarding the use of chainsaws by the Tree Group.

RESOLVED to grant permission for volunteer to use their own equipment on the Parish Council's trees subject to the volunteers undertaking a written risk assessment and sending this to the Clerk in advance of any and all works being undertaken.

#### **4. Finance, procedure & risk assessment**

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

Cllr Elleray declared an interest as one of the payments related to his out of pocket expenses.

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 BP, 2nd AB)</sup> that the payments as listed in the financial report should be paid, plus LGS Services (Annual report) £550.00, R Elleray (reimbursement skate park materials) £19.46, CGM (Grounds Maintenance) £979.07, Noel Hart (Pavilion glass) £140.00 and R Cook (replacement cheque for training expenses) £65.00 were approved. A payment to R Sewell (Flower beds) is to be released between meetings on receipt of his invoice.

Southern Monitoring (Redcare)	£367.20
Beacon Water (Water testing)	£736.80
HMRC (PAYE)	£92.08
Salaries	£663.02
LGS Services (Admin support)	£1563.27
Nutcombe (Pavilion leak repair)	£107.76
CGM (Pavilion cleaning)	£136.80
Peter Oakes (Tree work)	£360.00
CGM (Grass cutting)	£428.03
SLCC (LCA book)	£63.00

Credits including the precept, village sign grant and verges grant were noted. An adjustment for the trade waste payment of £49.80 was noted.

RESOLVED that a high visibility sleeveless jacket is to be provided for Mr Sewell to wear and cones are to be purchased to be placed in the road when he is working on the flower beds at the cross roads.

The Council noted that the Clerk and Chairman had used their delegated powers to contract the Council's solicitor to progress the deed of dedication which was required as a condition of the sport England funding for the sports pitches. The terms of the deed of dedication would be for 25 years. The Clerk will keep the RWG updated.

**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 Recreation Ground Working Group (RWG)

The RWG's verbal report that in order to take the Pavilion forward, the Group will meet with the Sports Club for informal planning and feedback was noted. Parking, a roadway and disabled parking are needed and storage will be considered. The Group will consider an adult fitness equipment project and look into grant funding and report to a future meeting.

The tennis lines have been painted. Cllr Westgarth declared an interest as Chair of Governors and declared the existence of her dispensation.

Cllr Pemberton declared an interest as a parent of a child at Meridian School.

RESOLVED that a recommendation from the Recreation Ground Working Group regarding the use of the tennis courts and cricket pitch by the School should be brought to a future meeting.

RESOLVED to receive the RoSPA report and to seek quotes for the metal on the skate park which is coming adrift.

RESOLVED that as there is a risk of finger entrapment on the rocking horse and this item might or might not be included in Phase 3 to monitor the rocking horse with a view to possible renewal in due course as this carries a medium risk.

RESOLVED that as the old equipment is being removed and the items were not high risk no further action except monitoring is required at this time.

RESOLVED that the sandpit signs need checking and renewing if required.

Agrostis are to be asked to ensure that all contractors drive with proper care and attention and within the speed limit.

## 5.3 Tree Group

## 5.3.1 To discuss action required on trees identified in survey

RESOLVED to seek quotations for the professional work on the trees as identified in the report on the basis of the short/medium term timescales mentioned in the arboricultural report.

RESOLVED to seek a quote for an ultrasound test is required on an oak tree by the zip wire.

RESOLVED to grant approval for volunteer involvement as identified in the report subject to the required risk assessment.

A tree on the path from Hillfield Road to the Recreation Ground is to be reported to CCC.

RESOLVED to note that there is no additional change for the specification of work for the Thornbury estate.

## 5.3.2 To request that the Council writes to a resident about a tree growing across a streetlight in Green End

RESOLVED that noting the Council's policy that it reports matters to the County Council or other appropriate action this is to be reported to the County Council.

## 5.4 Transport Working Group – clearing ditches and spreading chippings on The Drift

Cllr Scott is to obtain a written quote from Mr Rooke which will be considered at the next meeting.

Cllr Westgarth is to and see whether the County Council is agreeable to the work and to making a contribution.

The TWG's proposal for a Minor Highways Improvement Scheme is to be the subject of a report and recommendation for the next meeting.

RESOLVED to ask the Police to carry out speed checks along Barton Road towards Barton and in the 20 mph School zone, to assess the effectiveness of the current speed limit.

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

None.

**7. Closure of meeting**

There was no further business and the meeting was declared closed at 9.10 pm.

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