

**COMBERTON PARISH COUNCIL**  
**The minutes of the Parish Council meeting held on**  
**Wednesday 18 June 2018 in the Village Hall at 7.30pm**

Members present:	Mr H Griffiths (Chairman) <sup>(HG)</sup>	Ms J Martin <sup>(JM)</sup>
Councillors:	Ms J Feldman <sup>(JF)</sup>	Mr S Moffat <sup>(SM)</sup>
	Mr A Hollick <sup>(AH)</sup>	Miss C Westgarth <sup>(CW)</sup>
	Dr J McCabe <sup>(JMcC)</sup>	

In attendance: 4 members of the public, District Cllr Ian Sollom and Mrs Gail Stoehr (Clerk).

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

- 1.1 To receive written apologies for absence and reasons  
 Apologies were received from Cllrs Tatnell (health) and Urquhart (work commitment). Vacancies had arisen for the seats of Pamela Black and Tim Scott as their declarations had not been signed within the statutory time scale, and a by-election will follow.
- 1.2 To receive declarations of interests from councillors on items on the agenda and details of any dispensations held  
 None.
- 1.3 To receive written requests for dispensations for interests and to grant any requests for dispensation as appropriate (if any)  
 None.

Cllr McCabe arrived at 7.31 pm.

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

A resident commented on parking problems in Hillfield Road.

Cllr Moffat arrived at 7.34 pm.

The Chairman indicated that he would vary the order of business to take item 5.22 earlier.

A resident spoke regarding the Baptist Church. An amended application had been submitted.

An ex-member commented that having stood for election, she was disadvantaged that, having stood for election, she now had to stand for co-option. Chairman explained that the Parish Council's hands were tied but would consider her application for co-option if submitted before the next meeting. She tendered her apologies that she was unable to attend the next meeting.

District Cllr Ian Sollom reported on: the new Council, grants and the Community Chest; the Local Development Plan and the 5 year housing supply; the Combined Authority and Greater Cambridge Partnership; Greenways; the economic report; and village design statements.

With regard to Bennell Farm, he had spoken to John Koch of SCDC. The £90,000 S106 money unallocated at that point had since been allocated, with £40,000 to Toft Parish Council and £53,000 to Comberton Parish Council for drainage. He had not been able to find out whether the Parish Council would have received more if the correct figures had been passed on to the SCDC Committee. There may be an opportunity to vary the allocation for the recreation ground pitch drainage money towards the pavilion. Information is awaited from the SCDC solicitor. Money had been allocated in the S106 to CCC for real time bus signs.

On a proposition by the Chairman, it was agreed to vary the order of business to take items 3.3 and 5.2.2 after item 2.

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

RESOLVED that the minutes of the meeting on 9 May 2018 be approved and signed by the Chairman. (Prop JMcC, 2nd JF, unanimous)

**3.3 (24.2) Bennell Farm S106 outstanding complaint**

RESOLVED, noting that there was still no formal response from SCDC to its outstanding complaint, that the Parish Council would wish any monies allocated in the S106 to the Parish Council to be redirected to the pavilion. (Prop HG, 2nd SM, unanimous)

RESOLVED that the money for the real-time bus signs should be redirected to the pavilion project if possible. (Prop CW, 2nd HG, unanimous)

RESOLVED to write to Cllr Sollom asking that he take this forward.

**5.2.2 (Open) Parking in Hillfield Road – to consider a report and recommendation from the TWG**

RESOLVED to consult with residents by way of a leaflet drop to each house in Hillfield Road, stating that it had come to the Parish Council's attention that vehicles are parking on verges, and seeking suggestions to alleviate the problem. (Prop JF, 2nd JM, unanimous)

The Clerk advised on the procedure for disposing of open space under the 1906 Act if the Parish Council consider change of use of the land from open space to parking.

**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 GDPR and website compliance with EU directive update**

RESOLVED to note that the Privacy Notice had been published and people notified of the dedicated email. Mr Elleray had indicated that the website would be compliant of the EU Directive by the required date.

**3.2 (27.4) Dog Fouling on the recreation ground and request for signage and fencing round the children's play area – to consider a recommendation from the Recreation Working Group**

RESOLVED to defer this matter to the next meeting. It was noted that the RoSPA report did not comment on this matter.

**3.3 (24.2) Bennell Farm S106 outstanding complaint**

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 that the payments as listed in the financial report should be paid, plus Oakes & Watson (Recreation Ground oak tree work) £300.00, SCDC (Election) £195.00 (DD), and CPRE (Membership renewal) £36.00. (Prop CW, 2nd JMcC, unanimous)

Playsafety Ltd (Play inspection)	£180.60
Ridgeons (Building supplies)	£135.68
Baptist Church (Youth workers)	£402.50
Beacon Water (Legionella testing)	£760.80
Southern Monitoring (Redcare)	£388.68
Salary	£132.55
Salary	£355.33
HMRC (PAYE)	£234.00
NEST (Pension) (DD)	£168.70
LGS Services (Admin support)	£1422.65

Credits, including pitch hire fees and Allotments Association rent, were noted.

The Parish Council's budget reconciliation to date was noted.

4.2 Clerk's report on any use of delegated powers and action taken due to risk

None.

RESOLVED as the unauthorised hedging on the open space adjacent to 32 The Valley had not been removed to write again and inform the Resident if they have not removed it within one calendar month the Parish Council will remove them.

4.3 Recreation Ground Co-ordinator and Handyman's items

RESOLVED to note the report.

The Clerk advised that the Resident was unhappy with the Parish Council's decision to monitor the hedge in West Street and also on procedure should the Council wish to revisit this decision i.e. an order signed by three members.

The Chairman reported that he had asked the Vice-Chairman to ask the Handyman to plant five plants in the hedge.

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

The Clerk advised on the process under the Openness of Local Government Act whereby an officer must report back to the Council when they had been given a delegated budget or had made any decisions or placed any orders on the Council's behalf between meetings.

RESOLVED that the Recreation Ground Co-ordinator and Handyman be asked to include in his monthly report details of any orders and spending.

4.4 To consider the RoSPA reports and any recommendation from the Recreation Ground Co-ordinator

RESOLVED <sup>(Prop HG, 2nd CW, unanimous)</sup> that the Recreation Ground Co-ordinator be asked to:

- liaise with the manufacturers regarding the adult play equipment, with a view to having the cross country skier and double air walker fixed.
- fill the finger entrapments with silicone or similar finger traps and repair the base to the sandpit (Supernova), clear up graffiti on the skate park and clean the sign
- liaise with Kompan regarding items identified in the RoSPA report
- purchase corner covers for the table tennis table and fix them to the equipment

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

5.1 Recreation Ground Working Group report

5.1.1 Recreation Ground grass cutting – to consider whether additional cuts should be procured, the day of the cut changed to a Friday as requested by the Cricket Club and if the Recreation Co-ordinator be given delegated powers to do this

RESOLVED to delegate to Mr Mister to procure up to four extra cuts from Buchans at his discretion, and on a Friday if possible to suit the Cricket Club. <sup>(Prop CW, 2nd HG, unanimous)</sup>

5.1.2 Proposal that the Council considers whether it should extend its delegation to the Recreation Co-ordinator for additional works at the Recreation Ground and elsewhere in the village and if agreed what budget should be delegated and under what terms  
RESOLVED to defer this item to the next meeting.

5.1.3 Proposal that the Council considers invoicing and payment arrangements for Pavilion and pitch hire

RESOLVED to defer this item to the next meeting.

- 5.2 Transport Working Group report
- 5.2.1 To note that the application to the A14 fund has not been successful  
Noted.
- 5.2.2 (Open) Parking in Hillfield Road – to consider a report and recommendation from the TWG  
Taken earlier.
- 5.3 Employee review Working Group – to consider the staff appraisal reports (Confidential)  
On a proposition by the Chairman, it was agreed to defer this item to the end of the meeting.
- 6. To consider matters arising out of correspondence/communications received**
- 6.1 Resident – tree on the right as you turn into Harbour Avenue – request that it is attended to  
RESOLVED to seek a quote to remove the crossing branches and the tree trimmed back to the hedge.  
RESOLVED to ask Buchans to trim back the overgrown clump by the tree as part of their contract.
- 6.2 Cambridge Housing Society – provision of speed bumps  
RESOLVED that the Parish Council is unable to fund this request. (Prop CW, 2nd JMCC, unanimous)
- 6.3 CCC – LHI 2019-2020 Invitation to bid  
RESOLVED to defer this item to the July meeting.
- 6.4 Cambridgeshire and Peterborough Minerals and Waste Local Plan – Preliminary Draft consultation  
Noted.
- 5.3 Employee review Working Group – to consider the staff appraisal reports (Confidential)  
At 8.50 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, employment matters, the public were temporarily excluded from the meeting and were instructed to withdraw. The members of the public and the Clerk left the meeting and did not return.
- 7. Closure of meeting**
- There was no further business and the meeting was declared closed at        pm.

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

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