

COMBERTON PARISH COUNCIL**The minutes of the Annual Parish Council meeting held on
Wednesday 12 June 2019 in the Village Hall at 7.30 pm**

Members present:	Mr Hywel Griffiths ^(HG)	Ms L Tatnell ^(LT)
Councillors:	Mr S Moffat ^(SM) Mr T Scott ^(TS)	Miss C Westgarth ^(CW)
Not present:	Ms J Feldman ^(JF) Mr A Hollick ^(AH)	Ms J Martin ^(JM) Dr J McCabe ^(JMCC)

In attendance: District Cllr Ian Sollom and Mrs Gail Stoehr (Clerk).

The meeting commenced at 7.33 pm.

1. Apologies for absence and declarations of interest

Apologies were received from Cllrs Feldman and McCabe (both out of parish), and also from County Cllr Lina Nieto.

2. To receive declarations of interests from councillors on items on the agenda and details of any dispensations held

None.

3. To receive written requests for dispensations for interests and to grant any requests for dispensation as appropriate (if any)

None.

On a proposition by the Chairman, the order of business was varied to take items 4 and 5 next.

4. To approve the minutes of the last meetings

RESOLVED that the minutes of the meeting on 10 April be approved and signed by the Chairman.
(Prop CW, 2nd TS, carried with 4 in favour and 1 abstention)

RESOLVED that the minutes of the meeting on 29 May be approved and signed by the Chairman.
(Prop CW, 2nd SM, carried with 3 in favour and 2 abstentions)

5. 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.

5.1 (3) To appoint committees, working groups or any other officers which the Council deems necessary

RESOLVED

Planning Committee

Membership: Cllrs McCabe (Chairman), Westgarth, Hollick, Martin and Scott.

Terms of Reference:

Comberton Parish Council Planning Committee (The Planning Committee for short) is delegated:

- To consider and determine, on the Parish Council's behalf, all matters relating to residential planning and development control in the parish (up to 2 dwellings per plot and all associated planning applications e.g. walls, extensions etc).
- To consider and make recommendation on all matters in the adjacent parishes having impact on Comberton parish and to make recommendation to the Parish Council.
- To hold public meetings to gauge residents' views as appropriate
- To respond to communications relating to planning matters.
- To consider and respond to all matters relating to previous applications (e.g. amendments, enforcements, appeals etc).

- To discuss all matters relating to the local authorities. planning matters with officers at the local authorities.
- To attend and represent the Parish Council at SCDC Development Control Committee meetings.
- To consider all matters relating to the conservation area and to make recommendation to the Parish Council.
- To consider and draw up a draft village design statement and to make recommendation for its adoption to the Parish Council.
- To consider all matters relating to commercial applications and other non-residential development within the village and to make recommendation to the Parish Council.
- To consider all matters relating to development of 3 plus dwellings and to make recommendation for the approval or otherwise to the parish council and where appropriate make recommendation for the terms of any S106 agreement.
- To consider any recommendation by the Tree Group and/or Tree Warden on tree applications within the conservation area and to respond to the District Council.
- To consider all matters relating to any landscape or character assessment and to make recommendation.

The Planning Committee:

- Must have due regard to the Parish Council's Standing Orders at all times. In particular that meetings must be held in a public place, properly convened and decisions clearly minuted. It must act as a corporate body.
- Must respond to any direction given by the Parish Council.
- Membership shall be up to seven members with a quorum of three.

These members shall be:

- Should elect from amongst its members every six months a Chairman who is authorised to sign all agenda, correspondence and planning responses during their term of office.
- May set up sub groups (working parties) that may meet informally to discuss aspects of the Planning Committee's work and to prepare recommendations for the Committee's consideration. The working parties may contain persons not on the Parish Council.
- May invite individuals, groups and organisations and/or officials to attend its meetings as appropriate and public participation at the meetings is at the Committee's discretion.
- May seek free advice or information from the District or County Councils and/or other body to enable it to understand or carry out its duties more effectively or to bring recommendation to the Parish Council if there is a cost implication to the Parish Council.

Focus Group

Membership: Cllrs Hollick (Convenor), Westgarth and Martin.

Terms of Reference:

- Brief: A group to consider and respond to new ideas and initiatives and to make recommendations to full council for its consideration.
- Administrative matters: No formal agenda, minutes or meeting room required etc as group not committee
- Financial matters: Delegated to arrange and spend the Community Events budget annually in conjunction with the Clerk.
- All members are to be invited to attend meetings and participate.

The Focus Group:

- Must have due regard for the Parish Council's Standing Orders.
- May seek advice or information from the District or County Councils and/or other body to enable it to understand or carry out its duties more effectively.
- Should liaise with other Parish Council committees as appropriate.
- May co-opt residents and others to attend.

Cllr Westgarth to organise the event.

checking of the lights and the purchases for the

Tree Group

Membership: Cllrs Tatnell (Convenor), Westgarth, McCabe and Martin, Jane Hughes (co-opted), David Hughes (co-opted) and Robert Cook (co-opted).

Terms of Reference: no change

- Brief: A group to consider and monitor all matters relating to trees and hedging in the public areas of the parish and on land owned or managed by the Parish Council.

The Tree Group is asked to:

- Monitor all trees owned by the Parish Council as detailed in the Tree Survey report dated January 2001 and to make recommendations to full Council for its consideration.
- To consider all matters relating to trees in private ownership where they impact on the public areas and to make recommendation to the appropriate authority.
- Consider all tree applications for work within a conservation area and to make recommendation to the Planning Committee for a response.
- Consider all implications relating to trees and hedging as part of planning applications and S106 Agreements.
- To consider all matters relating to the environment and biodiversity.
- Administrative matters: No formal agenda, minutes or meeting room required etc as a working party not a committee
- Financial matters: The [Council] members [on the Tree Group] together with the Clerk are delegated to spend the budget allocated each year for tree maintenance and tree projects having due regard for the Council's standing and financial orders.

Transport Working Group (TWG)

Membership: Cllrs Moffat (Convenor), Feldman and Anna Barford (co-opted)

Terms of reference: no change

- To continue to review the transport section of the Comberton Parish Plan and to make recommendation for implementation of projects to the Parish Council indicating clearly any anticipated costs.
- The TWG is tasked with bringing forward a project to spend the £10,000 allocated in the Financial Year.
- Administrative matters: No formal agenda, minutes or meeting room required etc as a working party not a committee

The TWG Group:

- Must have due regard for the Parish Council's Standing Orders.
- May seek advice or information from the District or County Councils and/or other body to enable it to understand or carry out its duties more effectively.
- Should liaise with other Parish Council committees as appropriate.
- May co-opt parishioners and others to join the group.

Flood Working Group

Cllrs Hollick (Convenor), Feldman and Moffat.

Terms of reference:

- To continue to review the condition of all watercourses, ditches, drains etc in the parish and to make recommendations, where appropriate, to the Parish Council. Consultations.
- Administrative matters: No formal agenda, minutes or meeting room required etc as a working party not a committee

RESOLVED to add:

- To draw up, develop and monitor a flood plan.

The Group:

- Must have due regard for the Orders.
- May seek advice or information from the District or County Councils, Environment Agency, Anglian Water and/or other body to enable it to understand or carry out its duties more effectively.
- May co-opt parishioners and others to join the group.

Affordable Housing

Cllrs Moffat (Convenor), Martin and McCabe.

Terms of Reference: no change

- To facilitate/encourage provision of affordable homes within Comberton (consistent with Comberton's need) and to make recommendation, where appropriate, to the Parish Council.
- Administrative matters: No formal agenda, minutes or meeting room required etc as a working party not a committee

The Group:

- Must have due regard for the Parish Council's Standing Orders.
- May seek advice or information from the District or County Councils, Water and/or other body to enable it to understand or carry out its duties more effectively.
- May liaise and discuss Comberton's affordable housing need and provision with other parishes, and potential providers of affordable homes, in order to facilitate/encourage provision of affordable homes within Comberton (consistent with Comberton's need).
- May co-opt up to two parishioners and others to join the group.
- Should liaise with other Parish Council committees and working groups as appropriate.

Recreation Working Group (RWG)

Membership: Cllr Feldman appointed joint Convenor in her absence with Cllr Tatnell. Plus Cllrs Westgarth, Scott and McCabe.

It was reported that the Pavilion window was open at the weekend.

Terms of Reference: No change.

The RWG is to:

- To consider all management aspects of the Recreation Ground and other recreational areas including Watts Wood
- To look at the facilities on the Recreation Ground and their use
- To make recommendations on further Terms of Reference for this working group and also its membership.
- The Working Group is to apply for grants towards play equipment and trim trail scheme, with the Clerk to check and sign application forms. Full details of any proposed scheme are to be considered and agreed by the Parish Council before submission
- investigate whether it would be possible to put the Recreation Ground into a Trust, and consult with other users
- invite sports clubs and other users of the recreation ground to participate in a Recreation Ground Extension Steering Group (RESG)
- prepare a project plan to extend and improve the recreation ground pavilion
- Meet the football clubs and Cambridgeshire FA to agree the pitch layout
- Obtain quotes to carry out the proposed work on the recreation ground extension and extension and refurbishment of the pavilion.
- Submit applications for grant funding.
- Its purposes shall be to explore sources of funding to develop the recreation ground extension, to submit applications for funding which appear to it to be appropriate and any other purposes which the Parish Council shall authorise.

- Shall not accept any funding or conditions for funding without first obtaining authorisation from the Parish Council
- Administrative matters: No formal agenda, minutes or meeting room required etc as a working party not a committee
The Group:
 - Must have due regard for the Parish Council's Standing Orders and financial regulations
 - May seek advice or information from other authorities and/or other body to enable it to understand or carry out its duties more effectively.
 - Should liaise with other Parish Council committees and working groups as appropriate.

Employee Review Working Group

Membership: Cllr Scott (Convenor)

The Terms of Reference were confirmed as follows:

Terms of reference

The Working Group:

- Shall meet at least annually to review employee performance against contract and any Council agreed targets and bring to the Council recommendations for salary increments or changes to contracts.
- Shall hear any grievance or handle any disciplinary matters asking the Council promptly to convene the necessary panels without divulging the issue to the Council or its members at this stage so as not to prejudice the process.

Standards Committee

Membership: The Chairman and Vice-Chairman will invite others to make up the committee to a membership of four as needs arise.

Terms of Reference: no change.

To meet as may be from time to time required to consider any complaints received in accordance with the Parish Council's policy.

Development and Local Development Plan Working Group

Membership: Cllrs Moffat (Convenor), Westgarth, Hollick and McCabe.

Terms of Reference:

To consider current and new development.

Pond Management Working Group

Membership: Cllr Tatnell (Convenor), Westgarth, McCabe and Martin, Jane Hughes (co-opted), David Hughes (co-opted) and Robert Cook (co-opted), an ecologist and Jeremy Graham (Recreation Ground Co-ordinator and Handyman).

Webmaster: Richard Elleray

- 5.2 (4) To appoint representatives on any other organisation or authority, which the Council deems necessary

RESOLVED:

Terms of Reference:

The members as appointed to represent the Council on another organisation or authority are asked to research and attend meetings relating to their area of representation and to report regularly to the Parish Council. Members are also asked to make clear recommendations for action to the Parish Council as and when appropriate. Members should have due regard for the Parish Council's Standing Orders at all times.

Village Hall representatives (2) – Cllr Hollick

Parish Paths and P3 Co-ordinator - Cllrs Westgarth (Convenor), Tatnell and Moffat.

- To monitor all public rights of way in the parish

- To draw up annually a proposal for improvement and maintenance for public rights of way in the village
- To apply for and spend in conjunction with the Clerk, the annual County Council's parish paths grant
- Must have due regard for the Parish Council's Standing Orders.
- May seek advice or information from the District or County Councils and/or other body to enable it to understand or carry out its duties more effectively.
- Should liaise with other Parish Council committees as appropriate.

Police liaison - Cllrs Scott and Tatnell.

Terms of reference:

- To attend the Police liaison meetings
- To liaise with local PCSO and police as appropriate.
- To liaise and support Neighbourhood Watch and Countryside Watch as appropriate
- To report and make recommendation to the Parish Council as appropriate.

Countryside Watch – Cllr Scott (Convenor)

Terms of reference:

- To monitor the activities of Countryside Watch generally
- To receive calls and other communications from Countryside Watch and pass these on as necessary
- To report and make recommendation to Parish Council as appropriate.

Comberton Playground Project (Trustee and liaison) – Cllr Moffat

Comberton Village College link – Cllr Martin (Convenor)

Assets review – The Vice-Chairman and any members who wish to attend.

Terms of reference:

To review the condition of assets and inspect land titles in the village and bring a recommendation to the Council for any works required.

Grass cutting and village maintenance monitoring – Cllrs Hollick and Feldman and the Recreation Ground Co-ordinator

Terms of reference – to monitor the grass cutting and village maintenance undertaken by the contractor.

Coalition of Local Parish Councils – Cllr Feldman

Terms of reference – to attend meetings of the Coalition and report back to the Parish Council.

Local Liaison Forum - Cllr Scott.

5.3 (5) To review any deeds and trust instruments in the custody of the Council

Review of inventory of land and assets

RESOLVED to note that the following sites have all been registered and the documents are available:

- 1 Recreation Ground (excluding extension) – Title CB312779
Land and buildings lying to the east of Green End, Comberton, Cambridge
- 2 Long Road Allotments – Included on Rec Title
- 3 Village Hall Site - Included on Rec Title (lease title is CB316284)
- 4 Recreation Ground Extension – Title CB312725
Land and buildings lying to the east of Green End, Comberton, Cambridge
- 5 Pond – Title CB344170
Pond, West Street, Comberton, Cambridge
- 6 Jaynes Estate Public Open Space – Title CB9026
Land on the west side of Long Road, Comberton
- 7 Path from Foxs Way to Allotments – Title CB29379

Land on the north side of Foxs Way, Comberton

8 South Street Notice board – Title CB326620

Land on the west side of South Street, Comberton

9 The Valley Public Open Space – Title CB377992

Land at Normandy Close, Comberton, Cambridge

10 Watts Wood – Title CB313286

Land lying to the south-east of Barton Road, Comberton

11 Thornbury POS – Title CB335235

Three parcels of land at Thornbury, Comberton

5.4 (8) To consider resolutions from the Annual Parish Meeting, if any
None.

District Cllr Ian Sollom arrived.

5.5 (9.1) Proposal that the Council pays a monthly allowance to the Recreation Ground Co-ordinator/Handyman for the use of his own equipment
RESOLVED that Cllr Scott should speak to the Recreation Ground Co-ordinator regarding the request, and that this item be deferred to the next meeting.

5.6 (13.1) The Salvation Army – request to site a clothing recycling bank in the village
RESOLVED to decline the offer as there is already a bank at the Budgens shop in the village. (Prop CW, 2nd SM, unanimous)

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

Cllr Sollom was thanked for his report.

Cllr Sollom had spoken to the Planning Officer regarding the Barn application in South Street and had asked him to make contact with the previous officer. Little had changed from the previous application. Cllr Sollom had asked for the application to go to the Planning Committee but this is unlikely. He had also spoken to the case officer for the Barn at Branch Road and given the applicant the opportunity to withdraw.

The Parish Council asked Cllr Sollom to ask Highways to take a look at Church Lane.

The Scotland Farm Park and Ride appeared to be the only site that Greater Cambridge Partnership.

Cllr Sollom was advised of incorrect billing of trade waste and asked to assist the Parish Council resolving the matter.

6. Finance, procedure & risk assessment

6.1 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 LT, 2nd CW, unanimous) that the payments as listed in the financial report should be paid, plus Southern Monitoring (Redcare) £388.68 and BT (Pavilion phone) (DD) £31.08.

LGS Services (Admin support)	£1263.81
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Salary	£88.62
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Salary	£346.73
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HMRC (PAYE/NIC)	£86.60
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NEST (Pensions) (DD)	£227.71
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RESOLVED that the Parish Council is not willing to pay Buchans for the items listed on their invoice relating to the Causeway and for vertidrainage, as these did not appear to have been carried out.
RESOLVED to issue a replacement cheque for the remaining items only in the sum of £330.00.

Credits including pitch hire fees, the village hall rent, an insurance contribution and receipt of the precept, were noted.

RESOLVED to note that the CCC verges grant for 2019-20 was £1027.36 but the cost to the Parish Council is £250.00 per cut.

- 6.2 Clerk's report on any use of delegated powers and action taken due to risk
RESOLVED to note the following payments made following the last meeting under the Clerk's delegated powers:
- | | |
|-----------------------------------|----------|
| Salary | £88.62 |
| Salary | £346.73 |
| HMRC (PAYE) | £106.60 |
| NEST (Pensions) (DD) | £227.89 |
| LGS Services (Admin support) | £1244.69 |
| CAPALC (Affiliation fee) | £502.60 |
| EON (Pavilion electricity) (DD) | £351.66 |
| SCDC (Trade waste) | £75.83 |
| BT (Pavilion phone) | £31.08 |
| SCDC (Trade waste) | £155.30 |
| RH Landscapes (Grass cutting) | £1039.99 |
| Canalbs (Internal audit) | £183.68 |
| CCC (Street lighting) | £338.72 |
| RH Landscapes (Grass cutting) | £1039.99 |
| Playsafety Ltd (RoSPA inspection) | £305.40 |
- 6.3 To receive the Recreation Ground Co-ordinator's report on any action using delegated powers
Noted.
- 6.4 To consider any urgent works required because of risk or health and safety
None.
- 6.5 To consider the RoSPA play inspection report
RESOLVED that Cllr Tatnell should consider the RoSPA report together with the Recreation Ground Co-ordinator and report back on any action taken by the Officer using his delegated powers either by carrying out the work himself or contracting RPM.
- 6.6 To carry out a review of the effectiveness of the system of internal control that has been in place during the year under review (between 1st April 2018 and 31 March 2019)
RESOLVED that the Parish Council believes that it has effective systems of internal control in place.
- 6.7 To consider the Internal Auditor's report and appointment of Internal Auditor for FY2020
RESOLVED to note the Internal Auditor's report.
RESOLVED the new website should either be disconnected or linked fully to the old site.
RESOLVED to note that when members use BT they are unable to send emails using Comberton.org but they do keep them in a separate folder and that Planning Committee minutes are now placed on the website. Planning Committee agendas are also to be published.
- 6.8 To prepare the Annual Governance Statement (Section 1 of the Annual Return)
The Annual Governance Statement was considered.
- 6.9 To approve the Annual Governance Statement by resolution
RESOLVED that the statements in the Annual Governance Statement be all answered "Yes" apart from Question 9 on Trust Funds which was not applicable. RESOLVED that the Annual Governance Statement be approved and signed by the Chairman on the Council's behalf. (Prop CW, 2nd LT, unanimous)
- 6.10 To consider the Accounting Statements (Section 2 of the Annual Return)
The Accounting Statements were considered.
- 6.11 To approve the Accounting Statements by resolution
RESOLVED that the Accounting Statements be approved. (Prop CW, 2nd LT, unanimous)
- 6.12 To ensure that the Accounting Statements are signed and dated by the person presiding at the meeting

RESOLVED that the Accounting Statements be signed and dated by the Chairman on the Council's behalf. (Prop CW, 2nd LT, unanimous)

- 6.13 Standing Orders, Financial Regulations, Risk Assessment and other policies review
The following policies were reviewed:
Management of records policy
Internal controls and risk assessment policy
Complaints policy including code of conduct
Child protection policy
Standing Orders
Data Protection policy
Dispensation procedure policy
Training policy
Parish Council Code of Conduct
Dispensation request form
Parish Council grant application procedure
Financial regulations
How to complain to your Parish or Town Council
Freedom of Information policy
Public access and amenity policy
Equal opportunities policy
Policy for handling complaints
Nursery school Police parking policy
Race Relations policy
RESOLVED to amend the Dispensation policy to the effect that dispensations are only required for pecuniary interests. (Prop HG, 2nd CW, unanimous)
RESOLVED to investigate whether internet banking can be done. Cllr McCabe is to be asked to follow this up.
- 6.14 Assets, Insurance policy and fidelity guarantee review
RESOLVED that there be no change.
- 7. To receive reports and recommendations from committees, working groups and members**
- 7.1 Pond management update
- 7.1.1 To consider a request from Frog Life for support for their grant application
Cllr Tatnell reported. The work to date had been reviewed and a programme of work had been suggested by Frog Life. The organisation was applying for a grant for public engagement.
At 8.41 pm, Cllr Moffat left the meeting which was temporarily adjourned due to becoming inquirat. Cllr Moffat returned at 8.43 pm. The meeting resumed.
RESOLVED to support Frog Life's grant application for public engagement. (Prop HG, 2nd CW, unanimous)
- 7.1.2 To consider quote for works to the willows at the pond
RESOLVED to accept the quotation from Oakes & Watson for £220.00 plus VAT to cut back the willows and treat the stumps, the cost to be taken from the Tree Group budget. (Prop CW, 2nd HG, unanimous)
- 8. To consider matters arising out of correspondence/communications received**
- 8.1 Resident request for tree works outside 23 Hillfield Road
RESOLVED to seek a quotation from Oakes & Watson to raise the crown on the tree outside 23 Hillfield Road and the adjacent tree, which had been looked at a few years ago, and that Cllr Tatnell should meet with Jenna Oakes regarding the specification.
- 8.2 Comberton Crusaders request that the Council pays for the relocation of the defibrillator at the Pavilion
RESOLVED to defer this item to the next meeting.
- 8.3 Resident request that the grass at the junction of Long Road and Barton Road is cut more frequently

RESOLVED to request an additional cut of the highway verges from Hamills at a cost of £250.00, from three cuts to four this season, and to keep the situation under review.

8.4 Resident request that the Council cuts the vegetation on the path between Barton Road and Kentings
RESOLVED to note that Simeon Carroll of CCC had dealt with a complaint from a resident about the footpath being overgrown with weeds and nettles and that a resident had now cut the grass.

8.5 Resident request that the Council cuts the grass in Kentings more frequently
RESOLVED to request an additional cut from Hamills, from three to four this season, at a cost of £250.00, and to keep the situation under review.

8.6 Parking outside the Commercial Centre – request for some kind of restriction
RESOLVED to suggest to the resident that they contact the Highways Officer and that if CCC introduce measures, the Parish Council would raise no objections.
Fly tipping in the alley way between Barrons Way and South Street had been cleared.

8.0.7 Resident complaint about condition of path from Barrons Way to Westwick and dog fouling
RESOLVED to respond that the Parish Council has passed this matter to CCC to deal with as the Parish Council has no responsibility for paths, pavements or highways.

9. Closure of meeting

Recreation Ground matters are to be an agenda item for the next meeting.

There was no further business and the meeting was declared closed at 9.16 pm.

SignedChairmandate

