

COMBERTON PARISH COUNCIL
The minutes of the Parish Council meeting held on
Wednesday 8 October 2014 in the Village Hall at 7.30pm

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

In attendance: 4 members of the public including Ms D Hatherly (Comberton Playground Project), 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 possible lateness were received from Cllr Higman. Cllr Preston submitted her apologies to the Clerk”.
- 1.2 To receive declarations of interests from councillors on items on the agenda
None.
- 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

A resident of Hillfield Road made a complaint about the proposed removal of a street light on the alleyway leading to the garages, which had been a deterrent to anti-social behaviour. He suggested that the newly installed light outside 53 Hillfield Road be removed instead, and offered to pay the cost of £60 per annum to retain the original street light. The Parish Council noted the complaints of many residents that they had not received notification of the proposals and did not know about the residents’ meeting.

It was reported that the flashing school warning light in Barton Road was obscured.

On a proposition by the Chairman, it was agreed to vary the order of business to take Items 3.1 and 6.3 at this point. Cllr Higman arrived at 7.45 pm.

- 3.1 (6.9) Balfour Beatty – street lighting designs for upgrade – to consider complaints received from residents and the proposed renewal of a light in Hillfield Road
RESOLVED to retain the light by the alleyway and ask Balfour Beatty to remove the light outside approximately 53 Hillfield Road. Cllr Westgarth is to check the precise location of the light and inform the Clerk. (Prop AB, 2nd NT, carried with 1 abstention)
RESOLVED to complain to Balfour Beatty that residents had not received their leaflets and that Balfour Beatty had disregarded the Parish Council’s comments that lights by alleyways should be retained. Concerns were expressed about the height of light number 23a by the mini roundabout on Barton Road and a request is to be made for this to be replaced with a lower lamp post.

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

Mrs Denise Hatherly reported that the grant application to Awards for All for £9900 had been successful. This is to be used for the sandpit and associated equipment. The project group wished to review the equipment and re-consult, and will then bring a recommendation to the November meeting, having sought additional quotations. Not all funding is yet in place.

RESOLVED that as the bench had been sited in its current location to provide a place for parents to sit and wait for their children that while visibility of the recreation ground was regrettably obscured by the new play equipment the bench should remain in its present position. ^(Prop AB, 2nd SH) An article is to be put in Comberton Contact.

On a proposition by the Chairman item 6.3 was taken.

- 6.3 Comberton Playground Project liaison – to appoint a member with responsibility for liaising with the CPP and assisting with grant applications and project monitoring
RESOLVED that Cllr Moffat be appointed to liaise with the Comberton Playground Project.

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

Cllr Scott reported as District Councillor. His report covered:

- Parking on the verge at Baker's Close. Another resident from Harbour Avenue had raised similar concerns.
- A hedge in Swaynes Lane had been cut by SCDC following a complaint.

County Cllr Frost reported on weeds growing out of the kerbside, for which SCDC were responsible, as well as flytipping. The Parish Council raised concerns that the weeds growing from the verge caused a problem for the SCDC street sweeper due to potholes at the side of the road in Harbour Avenue. Cllr Frost reported that next year's CCC budget would be subject to £38M cuts.

2. To approve the minutes of the last meeting on 10 September 2014

RESOLVED that the minutes of the last meeting on 10 September be approved ^(Prop JM, 2nd CW, carried with 2 abstentions) and signed by the Chairman, after an amendment under Item 1 to note that Cllr Elleray had tendered his apologies for absence, and to delete the word "Road" under the public session.

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 (6.9) Balfour Beatty – street lighting designs for upgrade – to consider complaints received from residents and the proposed removal of a light in Hillfield Road
Taken earlier.
- 3.2 (5.7) Hedge on the boundary of the land extension to the rear of the Meridian School – to consider the cost of works
The hedge to the rear of the Meridian will be cut by CGM as it is part of their contract.
The ditch to the rear of the Meridian path along the back of the bowls club was deferred to the next meeting as the quote received exceeded the £300 agreed at the last meeting and further quotes will need to be sought.

- 3.3 (6.4) Normandy Close landscaping – to consider a quote for maintenance work
Quotations were awaited – deferred to the next 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 ^(Prop AB, 2nd HG) that the payments as listed in the financial report should be paid, plus PKF Littlejohn (Audit) £480.00, and LGS Services (Admin support) £1564.84. It was noted that the Youth Bus had not turned up tonight.

Salaries	£337.56
CGM (Grass cutting)	£941.71
CGM (Grass cutting)	£139.40
Speedcut (Rec extension works)	£4166.88
LGS Services (Admin support)	£1493.38
CGM (Grass cutting)	£91.20

Credits including a VAT reclaim, pitch hire fees, receipt of the precept, SCDC land extension grant, and contribution for the cycle path from Agricole, were noted.

It was noted that the Clerk had authorised the replacement of a drain cover under her delegated powers for safety reasons.

The updating of the skate park sign was delegated to the Clerk and Cllr Pemberton. Cllr Pemberton is to see if the existing sign can be modified before a new sign is purchased.

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.
RESOLVED to report the two Post Office vans were parking permanently on the grass verge outside the Post Office to the County Council with a copy to the Post Office.
- 5.2 Recreation Ground Working Group (RWG)
The next two items were taken together.
- 5.2.1 Agrostis report on land extension and maintenance requirements
- 5.2.2 Agrostis fees
A breakdown of the fees was considered. RESOLVED to pay Agrostis for the procurement but to request a breakdown of the fee for the contract management as no contract had been placed for this work.
RESOLVED as no contract had been issued for the Agrostis report on the pitches maintenance requirements not to accept the report or any costs incurred at this time.
Cllr Pemberton reported on rust on the pitches.
- 5.2.3 Booking form and hire fees
Deferred to the next meeting until the Clerk and Finance and Budget Working Group had met and considered the VAT implications and hire fees.
- 5.2.4 Request from Comberton United that it pays in instalments for booking for last season
RESOLVED to accept payment of the arrears in instalments subject to prompt payment and in addition payment is to be monthly for this season ^(Prop BP, 2nd HG).

RESOLVED to change the policy to invoice all the clubs on a monthly basis ^(Prop AB, 2nd HG).

- 5.3 Tree Group – to consider the recommendations contained in their report including the purchase of trees
 RESOLVED that maintenance of the south side of the Long Road and Harbour Avenue junction is to be carried out by CGM as detailed in the contract. CGM is to be asked to tidy the area including the brambles.
 Wood chippings are to be spread around the base of trees. The Comberton Village College community group and Isaiah 58 are to be asked to assist.
 RESOLVED to replace the trees (three in Green End and two on the northern junction of Long Road and Harbour Avenue and place an order with Barcham at a cost of £80 per tree and to seek sponsorship to cover the cost. ^(Prop JM, 2nd CW)
- 5.4 Transport Working Group
- 5.4.1 Local Highway Initiative – Proposal that the Parish Council increase its contribution towards a zebra crossing to a maximum of £10,000
 The Transport Working Group budget was reviewed. A request was made that the installation of the permissive path and the maintenance of the path should be paid over two years rather than three months. Negotiations on the cycle path were still in progress. RESOLVED that the Parish Council's contribution to the highways improvement be increased to approximately £10,000 and that the Budget Working Group and Clerk review the budget to identify and allocate funding towards this. If funding is not available the Parish Council will precept for the shortfall in the financial year 2016. ^(Prop SH, 2nd SM)
- 5.5 Employee Review Working Group – to discuss and decide the arrangements for the annual review of employees
 On a proposition by the Chairman, varied the order of business to take this item at the end of the meeting.
 The Assets Review is to take place on 15 November at 9.30 am.
- 6. To consider matters arising out of correspondence/communications received**
- 6.1 Awards for All grant offer for the Play Equipment Phase 3 – to consider the offer and the terms and conditions
 RESOLVED to accept the grant offer and the terms and conditions. ^(Prop AB, 2nd BP)
- 6.2 Comberton Playground Project Phase 3 – request that the Parish Council underwrites a maximum of £5600 shortfall in funding
 RESOLVED that the Parish Council should underwrite any shortfall in funding, using S106 money from West Street and the new house being built in Swaynes Lane.
- 6.3 Comberton Playground Project liaison – to appoint a member with responsibility for liaising with the CPP and assisting with grant applications and project monitoring
 Taken earlier.
- 6.4 SCDC – Neighbourhood Planning Service Level Agreements consultation
 Noted.

- 6.5 PKF Littlejohn audit report
RESOLVED to note the comments of the auditors that “On the basis of our review, in our opinion the information contained in the annual return is in accordance with the Audit Commission’s requirements and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.”
- 6.6 Village Hall gate
RESOLVED to note that the responsibility for the site building and boundaries is the responsibility of the Village Institute.
- 5.5 Employee Review Working Group – to discuss and decide the arrangements for the annual review of employees
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, employment matters and arrangements for appraisals, the public were temporarily excluded from the meeting and were instructed to withdraw. The Clerk and public left the meeting and did not return.
7. **Closure of meeting**
The meeting was reopened. There was no further business and the meeting was declared closed at 10.20pm.

SignedChairmandate
