

COMBERTON PARISH COUNCIL
The minutes of the Parish Council meeting held on
Wednesday 13th May 2020 via Zoom at 7.30 pm

Mrs C Abraham ^(CA)

Mr H Griffiths (Chairman) ^(HG)

Mr A Hollick ^(AH)

Dr J McCabe ^(JMcC)

Miss C Westgarth ^(CW)

Mrs J Feldman ^(JF)

Mrs J Martin ^(JM)

Mr S Moffat ^(SM)

Mr T Scott ^(TS)

Mrs L Tatnell ^(LT)

In attendance: 2 members of the public, District Cllr Ian Sollom, County Councillor Lina Nieto.

Diane Bayliss CAPALC Locum Clerk to provide cover for this evenings meeting.

1. To receive apologies for absence and reasons

None

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

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

District Councillor Sollom had not submitted a written report as a lot of information is being sent out directly by the District Council. The focus of the district council has been almost entirely on the COVID-19 outbreak.

An email had been received from residents of Hines Lane asking for the gate of the play area to be opened following the slight relaxing of the government restrictions. (See item 9.3.1)

Samuel Bampton from Pelham Structures attended the meeting to report that his company had submitted a planning application for a self-build development west of Hardwick Road, Toft. Images of the proposal were shown on screen to councillors. Mr Bampton confirmed that the proposal is for a green field site but not in the green belt. Feedback from local residents so far had been somewhat negative.

County Councillor Lina Nieto had circulated a report before the meeting and highlighted the following matters:

- Record a particular thank you to the communities, churches and volunteers who are working hard in the current pandemic.
- A new £5m fund aimed at creating opportunities and improving lives and skills across Cambridgeshire has been launched by Cambridgeshire County Council (7 April 2020).
- Recycling centres have now reopened; residents are encouraged to use them following the social distancing rules.
- The County Councillor is using social media channels to share information via the various village groups.
- The County Council will be reviewing the HGV policy for the county which is good news as there are so many issues with lorries across the villages.
- The change of route for East-West Rail may have an impact on communities.
- Most of the officers that are not dealing with urgent matters have been redeployed to try and deal with the current problems.

Councillor Westgarth asked whether the dropped manhole covers on Barton Road are likely to be repaired during the lockdown as they pose a risk to residents. The County Councillor was not aware this had not been done and will follow up the matter.

The District and County Councillor's left the meeting at 7.55pm

4. To approve the minutes of the last meeting on 11th March 2020

It was resolved to defer this item as not all councillors had received copies of the minutes.

5. Matters arising or carried forward from the meeting or a previous meeting for discussion or decision and to note the Clerk's report

- Parish council to consider contribution to school stage
- Tree survey quotes – Councillor Lynn Tatnell
- Flood maps update – awaiting information from County Council.
- Fish and Chip Van – no decision made
- Membership of working groups (next meeting)

The clerk had sent a report to the chairman stating that she had used her delegated powers in discussion with the chairman to appoint simple solutions for payroll services, salaries paid, village hall insurance paid and reimbursed.

6. Planning Matters

Application for Street Trading Consent – La Biga Pizza, 12 Barton Road Forecourt, Comberton, CB23 7BZ

RESOLVED to respond to SCDC to say that although the council are broadly in agreement with the proposal, they consider this to be the wrong location as it is in the shop car park in the conservation area. (Proposed HG seconded TS unanimous)

7. Finance, procedure & risk assessment

The chairman's internet connection dropped out therefore the Vice-chairman took the meeting from 8.35pm. The discussion on the payment schedule (salaries and expenses) was stopped by the clerk as there were members of the public present.

Items 9.1 and 7.3 were brought forward for discussion at this point.

To receive reports and recommendations from committees, working groups and members

Tree Group report

9.1.1 The tree works on the maple in Hillfield Road had been completed.

Consideration of quotes for work on maple on Hillfield Road

9.1.2 Councillor Tatnell had responded to Andre Salvador to confirm that the parish council had agreed to remove the two ash trees (T3 and T4). The council also confirmed that they wish to hold further discussions about the oak tree (T6).

7.3 Recreation Ground Coordinator/Handyman's report on any use of delegated powers

Councillor Tatnell gave a verbal summary of the report submitted by the rec supervisor/handyman.

- Going ahead with PAT testing in the pavilion.
- Burnt lid not yet replaced.
- Request a large green waste bin for the pavilion.
- Dog signs ongoing nearly finished and about to be installed
- Dogs off leads still on the rec and in the sand pit.
- Weeded and levelled the sandpit

Councillor Griffiths returned to the meeting at 8.45pm

7.1 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 **payments are made.**

RESOLVED that the payments as listed in the financial report should be paid, with the exception of the expense payments for May. (Proposed CW seconded JM unanimous)

April Salaries	£1073.33
May Salaries	£794.25
Zoom (Councillor Griffiths)	£28.78
Simple Solutions	£32.00
Briar Alarm Systems	£288.00
ROSPA Play Safety	£305.40
BT	£35.04
Human Capital	£600.00
LGS Services	£144.00
LGS Services	£1,299.19
Comberton Baptist Church	£258.75
RH Landscapes	£1039.99

7.4 To approve actions taken by the Chairman on behalf of the Council in the absence of the Clerk

RESOLVED to pay locum clerk (CAPALC) as arranged by the chairman.

RESOLVED to reimburse the chairman for the cost of setting up the zoom account.

7.5 To consider any urgent works required because of risk or health and safety

No matters had arisen from the recreation ground report.

Regarding the repair to the matting underneath The Dome Councillor Abraham had contacted Kompan but had not had a response owing to the lockdown. She will contact them again. It was agreed that the work can go ahead as long as it was under 20,000. Any revision to the quote will be sent to all councillors.

8 To consider arrangements for the appointment of an auditor.

The Chairman will investigate from the minutes who had been appointed as internal auditor for the council.

9 To receive reports and items from committees, working groups and members for information.

9.2 Flood Working Group

9.2.1 Consideration of membership of Flood Working Group

Agreed at the March meeting.

9.2.2 Consideration of maps required by Flood Working Group

The maps had been brought to the March meeting by Councillor Scott, but the Council had wished to ask Cambridgeshire County Council a question about what use they would make of any data we provided. The County Council had not yet replied to this question.

9.3 Recreation Working Group

9.3.1 Locking of gate at the Hines Lane entrance to the recreation ground

RESOLVED that the gate is not locked during the day. (proposed HG seconded SM unanimous)

9.3.2 Consideration of updated quote for safety surfacing

An updated quotation had not yet been received.

10 To consider correspondence/communications received

10.1 Play Area Inspection Report

Councillor Tatnell had reviewed this and will liaise with the handyman about the matters that need addressing. There was nothing that needed doing urgently.

11 Motion to Exclude the Public and Press

At 8.58 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, **Consideration of the role of Clerk to the Council and Issues arising from employee reviews**, the public were temporarily excluded from the meeting and were instructed to withdraw. No members of the public remained. The Locum Clerk left the meeting and did not return.

12 **Consideration of the role of Clerk to the Council**

Further to the circulation and discussion of the confidential report on the position of clerk to the council, it was resolved that the actions as laid out in the said report should be carried out by the chairman and nominated councillors.

13 **Issues Arising from Employee Reviews**

There was no further business and the meeting was declared closed at 9.49pm

