

# COMBERTON PARISH COUNCIL

**The Minutes of Comberton Parish Council meeting held on Wednesday 17<sup>th</sup> June 2020 via Zoom at 7:41pm**

**Attendance:** Cllr Hywel Griffiths, Cllr Chris Westgarth, Cllr Simon Moffat, Cllr Lynn Tatnell, Cllr Caroline Abraham, Cllr Jennifer Martin, Cllr Janet McCabe, Cllr Jill Feldman, Cllr Tim Scott, Cllr Andrew Hollick, Cllr Pam James (from item 6), Cllr Richard Elleray (from item 6)

In attendance: District Cllr Ian Sollom, 3 members of the public (2 of which were co-opted under item 6)

Libby White, CAPALC Locum Clerk

- 1. The election of a Chairman and execution of Declaration of Acceptance of Office**  
It was **proposed** by Cllr McCabe, seconded by Cllr Westgarth and **RESOLVED** by a unanimous vote that Cllr Griffiths be elected Chairman for the forthcoming year. The Chairman will sign the declaration of office and return to the Locum Clerk.
- 2. The election of a Vice-Chairman and execution of Declaration of Acceptance of Office**  
It was **proposed** by Cllr Griffiths, seconded by Cllr Moffat and **RESOLVED** by a unanimous vote that Cllr Scott be elected Vice-Chairman for the forthcoming year. The Vice-Chairman will sign the declaration of office and return to the Locum Clerk.
- 3. To receive apologies for absence and reasons**  
None
- 4. To receive declarations of interests from councillors on items on the agenda and details of any dispensations held (if any)**  
Cllr Martin declared a personal interest in item 11.2.2.

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

D Cllr Sollom apologised for no written report this month. The first Full Council meeting has been held under new online meeting regulations, where the main item was the change in the constitution to be legally updated for planning delegation. He reiterated that if parishes want anything to go to Committee, make sure you let him know and he is happy to speak if a Council representative is not able to make it. Zero carbon strategy is key focus at the moment and it is anticipated to be a big part of the recovery after lockdown restrictions

Cllr Hollick arrived 7:47pm

Cambourne to Cambridge pulled as representatives were not going to support it. There will be a proper look at an alternative route. Comberton greenways are being discussed at the 'board' and proposals are in the papers. S till time to submit questions to the Board. Officers have picked up on the desire for a cycle lane on the Barton Road. Investigating why Comberton and other villages have not been informed about the Bennell Farm, Toft development. Cllr Moffatt noted that Cllrs may need help with the application and express how disappointed they are that Comberton Parish Council was not included in the consultation for such a large application which directly affects the parish.

It was noted that the report from C Cllr Nieto had been received and circulated prior to the meeting.

D Cllr Sollom left at 7:59pm

A resident spoke to members about having the football pitch levelled. The football club have managed to obtain grants from Mick George and the Football Association totalling £2,800. The

total cost to level the pitches is £4,150 +VAT. It was noted that the Recreation Ground is Ancient meadow with swales. The resident would like the parish council to consider a grant for the shortfall as the club wants an excellent facility for the village going forward.

Cllr Tatnell noted that there have been ongoing discussions, especially with the Cricket Club who are happy for work to be undertaken. The funding from Mick George needs to be used by 31<sup>st</sup> August 2020.

There was a lengthy discussion on the topic where concerns were raised whether the 'troughs' would revert back after flattening out, whether it is serviceable going forward and what the potential ongoing costs are for maintenance. It was noted that the club had not sought permission from the parish council prior to seeking a grant as the club put in speculative applications for funding. It was also noted that 70% of club members have an association with the village and 30% live in the village. Cllr Tatnell noted that she has been liaising with the club since March when this item was first raised and feels they should be supporting younger members of the village

**5. To approve the minutes of the meetings held on 11 March, 13 May and 10 June 2020**

It was **proposed** by Cllr Tatnell, seconded by Cllr Abraham and **RESOLVED** that the minutes be approved for signature with amendment to May's minutes removing the first bullet on item 5.

**Carried**  
**1 Abstention**

**6. To consider any applications to be co-opted to the Council**

Following a brief discussion it was proposed by Cllr Griffiths, seconded by Cllr Moffat, and **RESOLVED** to co-opt Pamela James as Councillor

**Carried**  
**1 abstention**

Cllr Scott – left 8:20pm due to internet connectivity issues

It was proposed by Cllr Westgarth, seconded by Cllr Martin and **RESOLVED** by a unanimous vote that Richard Elleray be co-opted as Councillor.

Cllr Scott – rejoined the meeting at 8.23pm

It was unanimously agreed to bring 11.2.2. forward at this point.

- 11.2.2. It was **noted** that the Recreation Ground is a ridge and furrow field. It was asked whether work would need to be carried out every year for 3 to 5 years as it was not clear from the quotation received. The resident believes that there will be a survey after the first work is completed, meaning this is the initial outlay followed by a review. Cllr Tatnell has spoken to RH Landscapes who do not see a problem with the work they undertake going forward. It was noted that any costs going forward would be met by the club. During discussion it was agreed to check with D Cllr Sollom about the amendments to the S106 due to the parish for drainage of recreation ground.

Cllr Feldman asked if this was the only quote received. It was noted that it was a specialist job and difficult to get like for like quotations

It was **proposed** by Cllr Tatnell, seconded by Cllr Abraham that a grant of £2,200 be provided to the football club to level the pitches.

**5 in favour, 3 against, 4 abstentions**  
**Motion CARRIED**

**7. Matters arising or carried forward from the last meeting or a previous meeting and to note the Clerk's report**

None.

**8. Appointments to Committees and Working Groups**

Membership of the various Committees and Working Groups were considered with membership to made up as follows:

8.1 **The Planning Committee**

Cllr McCabe (Chairman), Cllr Westgarth, Cllr Hollick, Cllr Scott, Cllr Moffat and Cllr Elleray

8.2 **The Traffic Working Group**

Cllr Feldman, Cllr Scott, Cllr Moffat (Convener), Cllr Elleray and Anna Barford Co-opted on as resident (to be checked that she is still happy to remain on the Group)

8.3 **The Recreation Ground Working Group**

Cllr Scott, Cllr Tatnell, Cllr Martin and Cllr Abraham (Conveners)

8.4 **The Flood Working Group**

Cllr Hollick (convener), Cllr Moffat, Cllr Scott, Cllr Black and JG (not sure who this is?)

8.5 **The Finance Working Group**

Cllr Griffiths, Cllr Tatnell, Cllr Moffat and Cllr Elleray (Convener)

8.6 **The Tree Working Group**

Cllr Tatnell (Convener), Cllr Westgarth, Cllr McCabe. Co-opted members: Robert Cook, David Hughes and Jane Hughes to be checked that they wish to continue

9. **Planning Matters**

9.1 [20/02142/OUT](#) – Application for outline planning permission for Northstowe stage 3B was **noted** by members.

9.2 [20/02317/FUL](#) – Installation of an air source heat pump air conditioning units at 6/6A Green End part of the Comberton Village Institute building to replace the present electric convector heaters at Comberton Village Hall, Green End, Comberton

It was **noted** that the Planning committee have considered this application and supported.

9.3 [20/1412/TTCA](#) – Silver Birch (T1) reduce in height by 4 meters to maintain this tree in its current location at 20 West Street, Comberton. This application was **noted** by members.

9.3 [20/01992/FUL](#) – erection of 45 dwellings, including two self-build plots and associated development at Bennell Farm, West Street, Toft

After a lengthy discussion it was **proposed** by Cllr Westgarth, seconded by Cllr Moffat and **RESOLVED** by a unanimous vote that the application be recommended for Council objection. It was agreed that Cllr Elleray would compose the response to SCDC to be submitted by the Locum Clerk. Full details of the objection would be available on the website.

10. **Finance, procedure and risk assessment**

10.1 It was **proposed** by Cllr Tatnell, seconded by Cllr McCabe and **RESOLVED** to receive the finance report and approve the payments as listed at the end of the agenda.

**Carried**  
**1 abstention**

10.2 It was **noted** that the Chairman had entered into agreement with CAPALC to have a Locum Clerk cover for the June and July meetings. In addition, Bridget from Dilloways to put the finance report and to get the End of Year completed. Hoped to have Year End to July meeting.

10.3 It was **noted** that no report had been received from Jeremy who had sent his apologies.

Cllr Westgarth noted that there is some graffiti on the Pavilion door and one of the sleeper benches.

Cllr Scott left meeting 9:15pm

10.4 Cllr Abraham noted that the proposed remedial works to remove bark and replace with wet pour was not possible due to health and safety concerns. RPM quote had been accepted.

Cllr Scott rejoined the meeting at 9:18pm

It was **proposed** by Cllr Griffiths, seconded by Cllr Westgarth and **RESOLVED** by a unanimous vote that the equipment be closed off until work is completed to make it safe. Further quotes to be sought to fix the problem. Cllr Tatnell to liaise with Jeremy to have the equipment closed off.

10.5 Residents of Thornbury have reported 3 large panels which have fallen down. A couple of quotes have been received up to £1,200 to replace the panels. Cllr Tatnell noted that there is Thornbury money in separate pot. It was questioned if the fence panels were the property of the Council, and it was agreed to check if they are parish council owned. If they are parish council owned, Cllr Tatnell can arrange for these to be fixed up to a value of £1,200.

10.6 It was **noted** that there are some Ash trees in Thornbury, for safety reasons need some urgent work as they are in a public open space where children play. Quotations have been received from Eastern, Oats and Watson and RH Landscapes ranging from £1,200 - £1,950 to clear dead and falling wood. It was noted that the chosen company will need to put in a planning application due to TPOs being on the trees and would need to hold the relevant qualifications. It was **proposed** by Cllr Westgarth, seconded by Cllr McCabe and **RESOLVED** by a unanimous vote to use Oates and Watson as they are well known. To be paid from the Thornbury commuted sums.

#### **11. To receive reports and items from committees, working groups and members for information**

11.1 Cllr Tatnell provided the report from the Tree Working Group. She noted that she is looking at sourcing a provider to carry out a tree survey of PC owned trees. Currently received only 2 quotations: Acacia - £875 + VAT and Roz Richardson = £2,000 inc VAT including digital mapping. Cllr Tatnell to bring to the next meeting. Concern was raised about trees felled by County Council.

11.2 The report from Recreation Working Group was covered earlier in the meeting as detailed below

11.2.1 Consideration of quotes received for safety surfacing was covered under item 10.4

11.2.2 Consideration of levelling the pitches was covered before item 7

#### **12 To consider correspondence/communications received**

12.1 It was noted that the County Council had confirmed the contribution to the Parish Council for cutting of verges remained as last year. Locum Clerk to raise invoice in order that the County Council can pay.

12.2 It was noted that Southern Monitoring had carried out the Legionella Testing at Pavilion

12.3 Email from Mark Deas re Housing Needs Survey had been received by Cllr Griffiths and it has been sent to all residents

#### **13. Motion to Exclude the Public and Press**

That the public (including representatives of the press) be excluded during the consideration of the remaining item No 15 because it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during the item(s) there would be disclosure to them of exempt information of Category 1 & 2 Part 1 Schedule 12A to the Local Government Act 1972 (as amended).

Meeting closed 9:52pm

#### **14. To approve the confidential minutes of the meetings held on 8 January 2020 and 10 June 2020 from which the public was excluded**

It was **proposed** by Cllr Westgarth, seconded by Cllr Tatnell and agreed that the minutes of 8<sup>th</sup> January and 10<sup>th</sup> June be approved (with 3 abstentions from each set of minutes)

**15. Update on the position of the Clerk to the Council**

It was noted that the recruitment of a new Clerk was ongoing with a meeting to be set up with the working group week commencing 22<sup>nd</sup> June 2020.

**16. Motion to Re-Admit the public and Press**

To resolve that the confidential business having been concluded, the press and public are re-admitted to the meeting

**9:58pm Meeting reopened**

**17. Closure of meeting**

Meeting closed at 9:59pm.

Next meeting 15<sup>th</sup> July 2020

<b>Supplier</b>	<b>Details</b>	<b>Amount</b>
Salary Costs	June 2020	£ 775.26
L Stoehr	Expenses May 2020	£ 2.17
CAPALC	Locum Clerk	£ 105.00
H Griffiths	Zoom Reimbursement 5th June 2020	£ 14.39
Simple Solutions	Payroll Processing June 2020	£ 10.00
Simple Solutions	Payroll Processing May 2020 Inv 2020-05-370	£ 10.00
R.H. Landscapes	Grass Cutting April 2020 Inv 494	£ 1,339.99
R.H. Landscapes	Grass Cutting May 2020 Inv 526	£ 1,039.99
Southern Monitoring Services Ltd	Monitoring 1/5/20 - 30/4/21 Inv A1100403	£ 388.68
	<b>Total Payments</b>	<b>£ 3,685.48</b>