

# COMBERTON PARISH COUNCIL

**The Minutes of Comberton Parish Council meeting held on Wednesday 22<sup>nd</sup> July 2020 via Zoom at 7:35pm**

**Attendance:** Cllr Hywel Griffiths, Cllr Chris Westgarth, Cllr Simon Moffat, Cllr Caroline Abraham, Cllr Janet McCabe, Cllr Tim Scott, Cllr Andrew Hollick, Cllr Pamela Black, Cllr Richard Elleray, Cllr Jill Feldman (from 7.50pm)

In attendance: 9 members of public (7 of which were from Co-operative Food Store)

Libby White, CAPALC Locum Clerk

**1. Chairman's Welcome**

The Chairman welcomed everyone to the meeting.

**2. To receive apologies for absence and reasons**

Apologies were received and approved from Cllr Lynn Tatnell and Cllr Jen Martin.

**3. To receive declarations of interests from councillors on items on the agenda and details of any dispensations held (if any)**

None.

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

None

**5. To approve the minutes of the meetings held on 17<sup>th</sup> June and 9<sup>th</sup> July 2020**

It was **proposed** by Cllr Hollick, seconded by Cllr McCabe and **RESOLVED** that the minutes of 17<sup>th</sup> June be approved for signature

It was **proposed** by Cllr Westgarth, seconded by Cllr Elleray and **RESOLVED** that the minutes of 9<sup>th</sup> July be approved for signature

9.1 With agreement from all, this item was brought before Item 6.

A presentation was given by various members of the Co-operative Food Store about a proposed new convenience store for the village which will be located directly opposite the Village College. The presentation was simply for the Co-op to indicate their plans and no decisions to be made. Cllr Moffatt asked that this item be on the September agenda.

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

It was noted that there were no current applications.

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

The Locum Clerk noted that there was not a huge amount to report but that Ace Fire had carried out their inspection at the Pavilion.

**8. Hardwick 2021/22 LHI Scheme**

A couple of residents from Hardwick provided a presentation to the members about their proposed LHI bid to enhance the entrance to Hardwick village from Comberton to include a new centre island, reduction in speed to 40mph and any other speed reduction measures as designed by Highways which will make the road safer. It was **proposed** by Cllr McCabe, seconded by Cllr Feldman and **RESOLVED** by a unanimous vote to support the Hardwick residents in their LHI bid.

**9 Planning Matters**

9.2 It was **noted** that SCDC had contacted the Locum Clerk to see if the parish would like to apply for any S106 funding from the Bennell Farm development. After a brief discussion it was agreed to delegate to the Finance and Recreation Ground Working Groups to put together the request for S106 monies.

## 10. Finance, Procedure and Risk Assessment

10.1 The Locum Clerk noted that there were a couple of items on the Asset Register which were incorrectly allocated with a full insurance value amount rather than the £1 needed for a gifted item. These have been adjusted in line with good practice. It was **proposed** by Cllr Griffiths, seconded by Cllr Elleray and **RESOLVED** by a unanimous vote that the Recreation Ground Extension be amended to show a value of £60,000 and the other adjustments noted by the Locum Clerk be approved.

10.2 Section 1 'Annual Governance Statement 2019/20' of the Annual Governance and Accountability Return was presented and read to Cllrs by the Locum Clerk. The assembled Council members answered accordingly and the form was completed by the Locum Clerk prior to signature. Having been completed, the original document will be dropped off at the Chairman's home for his signature and return to the Locum Clerk.

10.3 Section 2 'Accounting Statements 2019/20' of the Annual Governance and Accountability Return for the year ended 31<sup>st</sup> March 2020 was presented by the Locum Clerk. It was proposed by Cllr Westgarth, seconded by Cllr Scott and **RESOLVED** to approve the Accounting Statements for 2019/20 which will be dropped off at the Chairman's home for his signature.

**CARRIED**  
**3 Abstentions**

10.4 Cllrs reviewed the invoices due to be paid. It was **proposed** by Cllr Elleray, seconded by Cllr Westgarth and **RESOLVED** by a unanimous vote that the invoices be authorised. Cllr Westgarth to set up payments ready for authorisation.

10.5 No report was received from the Recreation Ground Co-ordinator. It was noted what a fantastic job Jeremy had been done to get the playground open following the closure.

10.6 The grant of £200 towards a defibrillator was considered by members. Cllr Griffiths will investigate alternatives and bring to the September meeting.

10.7 It was noted that the contract for Locum Clerk services was due to finish at the end of July. It was **proposed** by Cllr Westgarth, seconded by Cllr Hollick and **RESOLVED** by a unanimous vote that the contract be extended until end of September to allow time for recruitment of a new Clerk.

10.8 It was noted that due to the current situation the Council was in breach of its Financial Regulations and amendments needed to be made to the permissions for the Online Banking. It was **proposed** by Cllr Elleray, seconded by Cllr Westgarth and **RESOLVED** by a unanimous vote that all councillors have access to view the online accounts, members of the Finance Working Group have access to view and authorise payments and the Locum Clerk be able to view and submit payments for authorisation. This means no one person has access to submit and authorise accounts.

10.9 This item was covered under the Minutes of Exclusion.

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

11.1 It was **noted** that work has been commissioned for Thornbury as agreed at the June meeting.

11.2 The non-native pond plant has been removed from the pond. It is believed that to restore the pond it needs silt removing and a proper retention liner installed. As the pond is dry, a quote is being looked into to remove the silt. Also need to remove the rushes.

11.3 It was noted that there is a 4-6 week lead time for the safety surface for the Dome. Cllr Abraham provided various quotations she has received. After some discussion it was **proposed** by Cllr Westgarth, seconded by Cllr Scott and **RESOLVED** that RPM be approached to carry out the work to the surface of the dome but with the parish council sourcing its own heras fencing and removal of the bark at a cost of

**CARRIED**  
**1 abstention**

11.4 After a small discussion it was agreed to leave the Tree survey for the September meeting.

11.5 It was **proposed** by Cllr Westgarth, seconded by Cllr Moffatt and **RESOLVED** by a unanimous vote that an application be made to Cambridge Water's Pebble Grant, in the sum of £10,000, to help with the restoration of the pond.

## **12. To Consider Correspondence/Communication Received**

12.1 The Spring/Summer report from EDGE was **noted**.

12.2 The communication from the Village Hall to convert to a CIO. It was **proposed** by Cllr Moffatt, seconded by Cllr Elleray and **RESOLVED** to support the Village Hall but to clarify that all legal fees are to be paid for by the tenant.

12.3 It was **noted** that correspondence had been received from residents about the mud on West Street and they had been directed to contact South Cambs.

12.4 It was noted that planings had been put on the Drift but at no time was it stated that these would be put in for the whole length of the Drift. Cllr Westgarth noted that the Public Rights of Way officer from County Council had informed her that it 'would green up'. Cllrs are concerned that this is now a very 'accessible' byway and cars are travelling along it far too fast. It is not now an enjoyable rural walk. With hot weather it is not suitable for walking dogs either. Cllr Westgarth will be writing to the County Councillor about their concerns.

12.5 Correspondence has been received about Lot Way. It was felt that more information is needed to consider this item.

Cllr Moffatt left the meeting at 9.58pm

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

That the public (including representatives of the press) be excluded during the consideration of the remaining items No 14 and 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 10.01pm

## **14. To approve the confidential minutes of the meetings held on 9<sup>th</sup> July 2020 from which the public was excluded**

It was **proposed** by Cllr Elleray, seconded by Cllr McCabe and agreed that the minutes of 9<sup>th</sup> July be approved and signed.

**CARRIED**  
**1 abstention**

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

During the closed session of the meeting it was agreed to start the recruitment process for a new Clerk.

**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

Meeting reopened at 10.26pm

**17. Closure of meeting**

Meeting closed at 10.28pm.

Next meeting September 2020

<b>Supplier</b>	<b>Details</b>	<b>Amount</b>
Salary Costs	July 2020	£ 775.25
HMRC	Tax Year 2019-20 PAYE/NIC	£ 390.40
HMRC	Tax Year 2020-21 PAYE/NIC	£ 232.80
CAPALC	Locum Clerk June 2020	£ 472.50
Cambridge County Council	Street Lighting Energy 1/10/19 - 23/11/19	£ 55.63
Command Pest Control	Pest Control 14/6/20 - 14/9/20	£ 42.00
Simple Solutions	Payroll Processing July 2020	£ 10.00
R.H. Landscapes	Grass Cutting June Inv 581	£1,339.99
Oakes & Watson	Maple Tree reduce and shape	£ 576.00
Briar Security Systems Ltd	Intruder/Fire Alarm Maint 1/6/20 - 31/5/21	£ 288.00
Mrs Libby White	Zoom Subscription - 1 year	£ 143.88
Human Capital Department	Recruitment & Selection Project	£ 150.00
	<b>Total Payments</b>	<b><u>£4,476.45</u></b>