

COMBERTON PARISH COUNCIL

Minutes of the meeting held on Wednesday 16th September 2020 at 7.34 pm, online via Zoom

In attendance: Cllr Griffiths (Chairman), Cllr Scott, Cllr Black, Cllr Elleray, Cllr Abraham, Cllr Feldman, Cllr Hollick, Cllr Jen Martin, Cllr Moffatt, Cllr Westgarth

3 Members of the Public

3 representatives of the Co-op

D Cllr Sollom and C Cllr Lino

1. Chairman's Welcome

Welcomed all to the meeting.

2. To receive apologies for absence and reasons

Apologies were received and approved from Cllr McCabe (personal)

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

None received.

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

D Cllr Sollom noted that he will be resorting back to written reports from October 2020.

Application for Bennell Farm needs some revision and further consultation. D Cllr Sollom would like to hear what the concerns are with the Co-op application. Call for sites from 2020 has been published. Cllr Elleray has been attending the Cambridgeshire Approaches meetings which affects many villages. Aims are noble but there are some stark choices with some villages adversely affected.

Cllr Feldman arrived at 7.41pm.

Important that East West Rail give as much information as possible, more information due in New Year.

SCDC offices are open for meetings if residents would prefer, but preference is online.

Resident chased progress of the bollard to be placed on Hillfield Road – agreed in February 2020. Clerk to chase.

Resident noted that he is looking to be Co-opted at the October meeting. He observed that he thought there should have been a condition about heritage and archaeology on the Co-op application. Andy Brand (Abbey Group) noted that there was planning consent for dwelling on the site and there was no archaeology condition on that application but would be happy to discuss with County Council if they request it.

C Cllr Nieto arrived later to the meeting (her presentation was given after item 7.2).

Cambridgeshire has 8% of green infrastructure/tree canopy coverage (average nationally is 16%). Natural Cambridgeshire have developed a toolkit to help increase the greenery. Looking to raise importance of Highways Issues and where to raise them. The more reported, the more will get done and makes it visible for the Officer and team. Noted that there has been issues with residents getting COVID-19 tests.

5. To approve the minutes of the meetings held on 22nd July 2020

It was **proposed** by Cllr Westgarth, seconded by Cllr Abraham and **RESOLVED** that the minutes of the meeting held on 22nd July 2020 were approved and will be signed by the Chairman.

CARRIED
2 abstention

6. 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 the AGAR has been sent to the Internal Auditor for completion before onward forwarding to PKF Littlejohn for external audit.

The Locum Clerk has been working on updating the finance spreadsheet for both the new Clerk and the Finance Working Group to start looking at budgeting for 2021/22.

7. Planning Matters

7.1. See point 9.2 below.

7.2. [20/03339/FUL](#) – erection of a convenience food retail store with associated car parking at 80 West Street, Toft

The Locum Clerk is to write to SCDC to express the Parish Council's annoyance with SCDC Planning Department in that they have not consulted with Comberton Parish Council and the application was only found by chance.

It was **proposed** by Cllr Hollick, seconded by Cllr Scott and **RESOLVED** by a unanimous vote that the application be recommended for OBJECTION due to: concerns around highway safety, affect on the rural nature of the village and the effect it would have on established local businesses.

7.3. [20/03778/FUL](#) – erection of a barn style dwelling at land to the rear of 2 Hines Lane, Comberton – item to be taken to the next planning meeting.

8. Finance, procedure and risk assessment

8.1. The invoices were presented to Cllrs before the meeting. It was **proposed** by Cllr Elleray, seconded by Cllr Hollick and **RESOLVED** by a unanimous vote to approve the Invoices for payment. Online payments to be approved by Cllr Griffiths and Cllr Elleray.

8.2. The Locum Clerk summarised the report provided by the Recreation Ground Co-ordinator. It was requested that the dog signs be chased and prioritised. It was suggested that messages be put out via school that the dome safety surface cost £16,000 and ask that children do not relocate the surfacing around the pay area.

8.3. Due to technical difficulties Cllr Martin's research into additional funding available for the Council for ongoing projects has been held over to the October meeting.

8.4. It was **noted** that there are several training dates for Cllrs coming up. It was suggested that should Mr Tierney be co-opted at the next council meeting, a training place be reserved for 17th October.

8.5. A report was provided by Cllr Elleray on the East West Rail proposals. After some discussion it was agreed that Cllr Elleray would represent the views to the group but for Comberton to pull out of the group.

8.6. The repair of the post and rail fence at Swaynes Lane was considered by members. A quotation had been received from one company though three had been sought. Quote received has quoted per post and rail so that should there be more that needs replacing, costing is understood. Quote for 1 post, 1 rail, fitting and painting is £240 + VAT from Jason Moore Carpentry. It was **proposed** by Cllr Westgarth, seconded by Cllr Griffiths and **RESOLVED** by a unanimous vote that the quote be accepted.

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

9.1. Tree group report including findings of the tree survey was carried out at the beginning of the month.

Cllr Abraham left the meeting at 9.41pm.

Council needs to wait to hear what the survey says.

It was noted that there is an unsafe tree in Thornberry which has damaged property. It was Cllr Westgarth's thought that the tree had been noted. Locum Clerk to speak to Oakes to get work done urgently.

9.2. It was **noted** that Cllr Elleray would be convenor for the Planning Committee with Cllr McCabe deputising.

9.3. Recreation Ground Group

9.3.1. It was noted that theoretically the Pavilion is closed but football and cricket are using. Risk assessments have been carried out and need to consider opening as people are using Rec. Pavilion should have monthly cleaning as not much cleaning going on. It was **proposed** by Cllr Griffiths, seconded by Cllr Martin and **RESOLVED** by a unanimous vote that the Pavilion be opened but with the changing rooms remaining closed with monthly cleaning with a contract cleaner and to update agreements at next meeting

9.3.2. Cllr Martin had circulated a Google document to all Cllrs detailing all the things the Recreation Group and Finance Group wanted to work on ongoing. The S106 Officer at SCDC has recommended some S106 funding from Bennell Farm. Cllr Martin noted that it is a working document showing what has been recommended by the groups and the community.

Many members not able to open document so was taken to the next meeting.

9.3.3. Cllr Martin summarised an advert to launch a competition, to be placed in Comberton Contact, to design a walk around the villages. It was **proposed** by Cllr Martin, seconded by Cllr Griffiths and **RESOLVED** by a unanimous vote that the competition be put to residents.

10. To consider correspondence/communications received

10.1. Cllr Feldman noted that she and Cllr Martin are meeting with representatives of Community Payback the following week and will swap policies for COVID-19. Jeremy has provided paint and brushes, litter picking equipment as some has gone missing. Jobs for the payback team should include: painting of the pavilion car park gate, painting the bunker and weeding of the tennis courts.

Cllr Abraham returned at 9.46pm.

Cllr Westgarth noted that there are two areas of parish council managed public open spaces which are encroached by nettles and brambles and would be helpful to clear this back. Other jobs may include tidying the fencing of the tennis courts. It was noted that if the procedures get approved by both parties they will start on third October and come monthly.

10.2. Item discussed under item 4.

10.3. The planings on the Drift were considered at length. It was noted that County Council have stated that they have a legal obligation to ensure the safety of people walking along the track. Cllrs have been approached members of the public who have written to Clerk. Locum Clerk to respond to the resident.

It was noted that the Public Rights of Way Officer for County Council would not support the parish council's request to put a restriction on the Byway. It was noted that there is a health and safety issue for people walking due to the traffic now using it at speed including: scooters, cars, motorbikes, etc. Need to ask for support from C Cllr Nieto. It was noted that during hot weather it is unbearably hot for dogs on their paws. Therefore when it was mud, shingle or grass there was no impact on dogs and walkers. It was noted that Comberton had asked for Shale but the PROW Officer had suggested it would not take. It was suggested that wood chips may be better over the planings.

All items from 10.3-10.5 to be taken to October meeting.

11. Motion to Exclude the Public and Press

It was **proposed** by Cllr Griffiths, seconded by Cllr Westgarth and **RESOLVED** by a unanimous vote that the public (including representatives of the press) be excluded during the

consideration of the remaining items No 12-13 as publicity would be prejudicial to the public interest due to the confidential nature of the business to be transacted.

The meeting closed at 10.00pm

12. Approval of the minutes from 22nd July was held over until the next meeting.

13. To consider the update on the recruitment of a new Clerk and to agree the next steps

Thanks were given to Cllr Abraham for her hard work in the recruitment process.

It was **RESOLVED** to offer the role of Parish Clerk to Angela Bridges following the recommendation of the Recruitment Working Group. Offer on a SCP 16.

14. 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 re-opened 10.13pm.

15. Closure of meeting

Closed at 22.14pm.

Signed:

Date:

Chairman

Company	Invoice Number	Invoice Date	Description	Net	Vat	Total
Cambridge Water			Recreation Ground Water	£ 364.18	£ -	£ 364.18
Blok N Mesh	B/I181938	31-Aug-20	Hire of Heras Fencing	£ 76.21	£ 15.25	£ 91.46
CAPALC	2224	01-Sep-20	Locum Services	£ 682.50	£ -	£ 682.50
Oakes & Watson	2986	01-Sep-20	Tree Work	£ 1,200.00	£ 240.00	£ 1,440.00
John King			Thornbury Fence Repairs	£ 580.00	£ -	£ 580.00
Reids Playground Maintenance Ltd	3919	04-Sep-20	Safety surface for Dome	£ 16,235.00	£ 3,247.00	£ 19,482.00
Human Capital Department	INV-0629	04-Sep-20	HR & Recruitment Support	£ 125.00	£ 25.00	£ 150.00
BT	M150 5L	06-Sep-20	Pavilion Phone	£ 29.20	£ 5.84	£ 35.04
Simple Solutions	2021-09-395	09-Sep-20	Payroll Charges	£ 10.00		£ 10.00
J Graham			Salary	£ 365.73		£ 365.73
HMRC			NI & Tax	£ 86.60		£ 86.60
				£ 19,754.42	£ 3,533.09	£ 23,287.51