



CAMBOURNE PARISH COUNCIL

District of South Cambridgeshire

The Annual Meeting of the Council was held at The Hub Community Centre, Cambourne on Tuesday 17th May 2016.

Present:

Cllr S Crocker (Chairman)
Cllr P Gavigan
Cllr Dr G Mehboob
Cllr J Patel

Cllr Mrs R Poulton
Cllr Mrs J Sawford
Cllr G Thompson

In attendance: John Vickery, Parish Clerk
 Liz Pinchen, Deputy Parish Clerk

5 members of the Public were in attendance for the meeting.

1. **ELECTION OF CHAIRMAN OF THE COUNCIL**

Cllr Mrs R Poulton proposed Cllr S Crocker, this was seconded by Cllr Dr G Mehboob. There being no other nominations, he was duly elected as Cambourne Parish Council Chairman for the ensuing municipal year and signed the Declaration of Acceptance of Office.

2. **REMARKS FROM THE RETIRING CHAIRMAN**

The Chairman made no announcements.

3. **ELECTION OF VICE CHAIRMAN OF THE COUNCIL**

Cllr S Crocker proposed Cllr J O'Dwyer, this was seconded by Cllr Mrs R Poulton. There being no other nominations, he was duly elected as Cambourne Parish Council Vice-Chairman for the ensuing municipal year. Cllr J O'Dwyer will sign the Declaration of Acceptance of Office as soon as he is able.

4. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr T Hudson and Cllr J O'Dwyer.

It was:

RESOLVED that the apologies for absence from Cllr T Hudson and Cllr J O'Dwyer be approved.

5. **MINUTES OF THE LAST MEETING**

It was:

RESOLVED that the Minutes of the meeting held on Tuesday 5th April 2016

Signed

Date 7th June 2016
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(M152), and Special Council Meeting held on 12th April 2016 (M153) were approved as a correct record and duly signed by the Chairman.

6. MEMBERS DECLARATION OF INTEREST OR REQUEST FOR DISPENSATION for items on the agenda.

Cllr S Crocker declared a personal non-disclosable interest in Items on the agenda as a District Councillor.

Cllr J Patel declared a Disclosable Pecuniary Interest in Item 16 as Treasurer of the Cambourne Youth Partnership.

7. COUNCILLOR VACANCIES

The Chairman reported that as there were insufficient candidates for the recent Parish election and that only 9 of the 13 seats were filled. The remaining seats will be filled by co-option. The co-option will take place at the Council meeting to be held on 7th June 2016. The Notice of Co-option will be posted on 18th May 2016 and the deadline for applications is noon on 1st June 2016. Councillors may encourage potential candidates to stand but candidates may not lobby councillors for votes.

It was:

RESOLVED that the report be received and that the co-option of new councillors would take place at the Council meeting to be held on 7th June 2016.

8. POLICE MATTERS

PCSO Jackson had sent his apologies for being unable to attend the meeting and had submitted a report that had been circulated prior to the meeting. (Report attached)

The Parish Clerk reported that the grant for the electric bicycle had been agreed and that the amount was lower than originally thought. An invoice from the Police is awaited and will be paid on receipt.

The Chairman reported that he had met with Sir Graham Bright just before he stood down from office as Police and Crime Commissioner regarding the Police Cadet Unit. Thirteen youngsters have signed up plus two that are currently too young to join. It was agreed to go ahead and start up the Unit in the week after the May half term holiday. This will mean that the Unit will have completed their basic training and passed out prior to the Fete on 10th September 2016 and will therefore be able to act as volunteers as well as having their own stand to promote the unit.

It was:

RESOLVED that the report be received.

9. CLERKS UPDATE

The Parish Clerk had circulated a report on his activities since his last update. (Report attached).

Comments were made on the following items:

1. The Parish Clerk reported that apologies had been sent by Mickaela McMurtry for the delay. The Parish Council need to sign both parts of the Deed of Variation, once this is done and confirmation is received from the

solicitors the Parish Council will have control of the building.

8. The bridge has problems with the timber rails and Fenland Leisure are looking into was to resolve the issue. The bridge is safe to use but will continue to be monitored.

9. The list of incomplete cycle routes has been forwarded to the developers copying in Peter Tod, Senior Transport Officer – Major Developments, Cambridgeshire County Council and Ed Durrant, Principle Planning Officer SCDC.

11. As part of the Travel Plan for Upper Cambourne there has been annual monitoring of car usage. Over the past year single occupancy car usage has dropped from 79% to 43% and there has been an increase in car sharing, use of the bus, walking and cycling.

It was:

RESOLVED that the report be received.

10. **HEALTHCARE IN CAMBOURNE**

The Chairman reported that he has been in correspondence with the dentist surgery since their attendance at the Annual Parish Meeting. They are providing information that Cllr Crocker will be able to forward to the District Council for consideration.

It was:

RESOLVED that the report be received.

11. **RESIDENTS CORRESPONDANCE**

Carole Day, Little Maple Kitchen - Letter regarding mobile catering unit.

It was felt that the Parish Council should be supporting local businesses.

It was:

RESOLVED to grant permission for the Little Maple Kitchen to trade on Parish Council land as long as there are no other organised events taking place. If an organised event is taking place then an application to have a pitch would be required under the terms of the event organisers.

12. **COMMITTEE REPORTS**

Reports were received on the following:-

12.1 Planning Committee held on 5th April 2016 (PLN M242), 19th April 2016 (PLN M243) and 3th May 2016 (PLN M244)

It was:

RESOLVED that the reports be received.

12.2 Leisure & Amenities Committee held on 19th April 2016 (LA M66).

It was:

RESOLVED that the report be received.

12.3 Festival Working Party held on 8th March (FWP M14) and 4th April 2016 (FWP M15)

It was:

RESOLVED that the reports be received.

13. APPOINTMENT OF STANDING COMMITTEES

13.1 Planning Committee (Chairman and Vice Chairman of the Council plus 6 members).

- See attached schedule of Committee Members for 2016 - 2017

13.2 Planning Committee Election of Chairman for the ensuing year:-

- Cllr S Crocker proposed Cllr P Gavigan to be Chairman. This was seconded by Cllr Mrs R Poulton.

It was:

RESOLVED that Cllr P Gavigan would be Chairman of the Planning Committee for the year 2016-2017.

13.3 Leisure & Amenities Committee (Chairman and Vice Chairman of the Council plus 6 members).

- See attached schedule of Committee Members for 2016 – 2017

13.4 Election of Chairman for the ensuing year

- Cllr J Patel proposed Cllr Mrs R Poulton to be Chairman. This was seconded by Cllr S Crocker.

It was:

RESOLVED that Cllr Mrs R Poulton would be Chairman of the Leisure & Amenities Committee for the year 2016 - 2017

13.5 Finance & Policy Committee (Chairman and Vice Chairman of the Council, Chairman of the Planning and & Leisure & Amenities plus 2 other members).

- See attached schedule of Committee Members for 2016 – 2017

13.6 Finance & Policy Committee (Approval of Chairman for the ensuing year)

It was:

RESOLVED that Cllr S Crocker be confirmed as Chairman of the Finance and Policy Committee.

13.7 Bank Signatories

Cllr Mrs J Sawford will become an additional authorised signatory.

Cllr J Patel will join Cllr J O'Dwyer to act as the independent councillor.

It was:

RESOLVED that the authorised signatories be reconfirmed and that Cllr Mrs J Sawford be added (See attached schedule of Committee Member for 2016-2017) and that Cllr J Patel & Cllr J O'Dwyer be the independent councillors.

14. APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES

Cambourne Youth Partnership

The current representative is Cllr J Patel.

Signed

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It was:

Resolved that Cllr J Patel would continue as a representative on the CYP and that this would be revisited following the co-option of new councillors.

Parish Plan Steering Committee

The current representatives are Cllr J O'Dwyer, Cllr G Thompson and Cllr Mrs J Sawford.

It was:

Resolved that the Parish Plan Steering Committee Representatives remain unchanged. (See attached schedule of Committee Member for 2016- 2017)

Festival Working Party

The current representatives are Cllr S Crocker and Cllr Dr G Mehboob. Cllr J Sawford expressed an interest in joining the Festival Working Party.

It was:

Resolved that the Festival Working Party Representatives be Cllr S Crocker, Cllr Dr G Mehboob and Cllr Mrs J Sawford. (See attached schedule of Committee Member for 2016 - 2017)

15. COUNTY & DISTRICT COUNCIL MATTERS

Apologies for absence had been received from District Councillor Des O'Brien.

County Council Matters

County Cllr Mervyn Loynes was in attendance for this item.

A recent incident at the Blue School is being investigated and dealt with by the County Council.

District Council Matters

District Cllrs Mervyn Loynes and Simon Crocker were in attendance for this item.

Cllr Loynes reported on the following:

- Thanks are extended to the electorate of Cambourne for voting him in to office for a third term.
- Cambourne F.C Spartans, a sub-division of Cambourne F.C., wish to acquire a container for the storage of goals. The Parish Clerk reported that the existing container is for the use of all the football clubs but that there is not sufficient room for assembled goals. Discussions between the clubs regarding the sharing of goals is ongoing and this will be raised at the next Sport in Cambourne meeting on 14th June 2016.

Cllr Crocker reported on the following:

- There had been no District Council meeting in April due to the May election. The Leader of the District Council, Ray Manning, has stood down and a new Leader will be elected at the Annual Meeting on Thursday 19th May 2013.
- Highways England are to start consultation regarding the upgrading of the A428 between Caxton Gibbet and the Black Cat roundabout. Villages along the route will be affected.

It was:

RESOLVED that the County and District Council reports be received.

16. CYP GRANT

Cllr J Patel left the room during this item.

The Parish Clerk reported that the necessary information had been received from the CYP.

It was:

RESOLVED that the grant of £20,000 be released to the Cambourne Youth Partnership.

Cllr J Patel re-joined the meeting.

17. REVIEW OF POLICIES

17.1 Standing Orders

It was:

RESOLVED that the Standing Orders be re-adopted as there were no changes required.

17.2 Financial Regulations

New Financial Regulations have been issued by NALC. The changes had been reviewed by the Parish Clerk. It was noted that part of clause 5.4 regarding credit references was optional and had been removed in the currently adopted Financial Regulations.

It was:

RESOLVED that the part of clause 5.4 as proposed should be removed and the new Financial Regulations as amended in line with the NALC guidance be adopted.

17.3 Terms of Reference & Delegated Powers

It was noted that the Terms of Reference for the Parish Council Working Parties had been added in.

It was:

RESOLVED that Terms of Reference and Delegated Powers as amended be adopted.

18. GENERAL POWER OF COMPETENCE

The Parish Clerk reported that the right to operate under the General Power of Competence is required to be reaffirmed at the first Parish Council following an ordinary Parish election. The Parish Clerk confirmed that Cambourne Parish Council meets the criteria necessary.

It was:

RESOLVED that the report be received and Cambourne Parish Council reconfirms the **General Power of Competence** as the Parish Council meets the criteria. This resolution will be reviewed/renewed at each subsequent relevant Annual Council Meeting as long as the Parish Council continues to meet the

criteria.

19. ELECTORAL REVIEW OF CAMBRIDGESHIRE: NEW DRAFT RECOMMENDATIONS

The proposed County Division of Cambourne will incorporate Cambourne, Bourn, Longstowe and Little Gransden. The Parish Clerk reported that the forecast number of electors used by the County Council is inaccurate as the current number of electorate in Cambourne already exceeds the County figure. The County Council have been informed of the discrepancy.

It was:

RESOLVED that the correspondence be received and that the Parish Clerk would inform the Boundary Commission of the inaccurate number of electors.

20. ELECTORAL REVIEW OF SOUTH CAMBRIDGESHIRE: DRAFT RECOMMENDATIONS

The draft proposal is for Cambourne to be a separate District Ward with three dedicated District Councillors. The Parish Clerk reported that the numbers of electorate used by the District Council more accurately reflected the actual numbers.

It was:

RESOLVED that the Parish Chairman would respond to the Boundary Commission welcoming the change and that Cllr Alex Riley would be copied in.

21. LAND TRANSFERS

The Land Transfer report had been circulated prior to the meeting (report attached).

There had been no change to the items as they are pending resolution.

It was:

RESOLVED that the report be received.

22. TRAFFIC MATTERS & ROAD SAFETY

22.1 Incomplete paths

The Chairman reported that there was an issue with the incomplete path on Sackville Way and Back Lane, around the back of the shop units. The path is causing difficulties for wheelchair users and the infirm. The developers have been chased to resolve this.

It was:

RESOLVED that the Parish Clerk and Parish Chairman would chase this up again.

22.1 Broad Street Junction Works

The Parish Clerk reported that the Section 278 agreement for the works was now in place and was with the County Council for signing. It is normal practice for the contractors not to be able to start work until 3 months after signing but in this instance Jon Finney, Development Management Engineer, Cambridgeshire County Council, has indicated this may be waived and it is anticipated that the works will commence between 4 week and 3 months' time.

It was:
RESOLVED that the report be received.

22.2 Correspondence regarding yellow lines outside Darwin Manor

It was noted that the road outside Darwin Manor is adopted. It was felt it would be prudent to take the request directly to the County Council Highways Department in the first instance.

It was:
RESOLVED that the request would be forwarded to Cambridgeshire County Council Highways Department.

22.3 Correspondence regarding changes to bus services.

It was:
RESOLVED that correspondence be received.

22.4 Correspondence regarding A14 Cambridge to Huntingdon

Notification had been received of the six week statutory challenge period regarding the Cambridge to Huntingdon A14 improvement scheme.

It was:
RESOLVED that the notification be advertised on Facebook and the website.

23. CORRESPONDENCE

The following correspondence was brought to the Parish Council's attention:-

Letter - Alain Losero, Municipal Councillor, Quincy, Northern France

Regarding possible twinning of Cambourne and Quincy

It was questioned what the possible benefits of twinning were. The Parish Clerk reported that the twinning in St Ives had forged links between schools and sports clubs. Twinning had originally started after WWII to foster greater understanding, however many twinning schemes have petered out over time.

It was:
RESOLVED that a twinning agreement would not be entered into at this time and that the Parish Clerk would write to Alain Losero.

Email - Richard Young – Children's Services Manager, Cambridgeshire Libraries

Regarding Summer Reading Scheme

Cambourne Parish Council has supported this scheme over a number of years. In past years the scheme has been supported with the sum of £500. A grant aid form will need to be completed.

It was:
RESOLVED that a grant of £500 would be given for the Summer Reading Scheme subject to receipt of a complete grant aid form.

Email – Amanda Davies, Communications Officer, Children Families & Adults Information Team, Cambridgeshire County Council

Signed

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Regarding Safeguarding Adults and Mental Capacity Act Newsletter- Spring 2016

It was:

RESOLVED that the email be received and a link would be put on Facebook and the website.

24. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

Exclusion of the press and the public.

MOVE: that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the Press and the Public be excluded from the Meeting.

25. STAFFING UPDATE

The Parish Clerk reported that the Deputy Parish Clerk, Liz Pinchen, had successfully completed her Certificate in Local Council Administration (CiLCA) qualification and in line with her contract is eligible for an additional spinal point.

It was:

RESOLVED that the Council congratulates Liz on her achievement and are happy to award the additional spinal point.

26. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

Re-admittance of the press and the public.

MOVE: that the confidential business having been concluded, the Press and Public be re-admitted to the meeting.

27. DATE OF NEXT MEETING – 7th June 2016

Cambourne Parish Council

Police Report April 2016

Period 15th April 2016 to 4th May 2016

For this period there have been 177 Incidents for the area with 75 in Cambourne. For the same period last year there were a total of 109 incidents reported with 77 in Cambourne, the most frequent calls received were:-

13 Rowdy or inconsiderate behaviour

11 Domestic disputes

There have been 22 crimes reported for the area with 17 being in Cambourne, compared to 22 crimes for the same period last year, with 21 in Cambourne.

Most common offences reported were:-

7 common assaults

5 Burglaries – 3 of these in sheds or garages

At the time of writing one of the above have been detected and enquiries are on-going for the others

The Police contact point in Morrison's supermarket is operating on Monday 9th May and Tuesday 24th May all between 10am and Midday

May I invite all councillors to take the bad-wolf-test = www.tinyurl.com/bad-wolf-test using code 7064

Signed

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Clerks Report

Clerks report since the 4th April 2016

1. I have also been chasing Michaela McMurtry and Ian Wilson regarding the licence to use the Blue School this has been returned signed to the County Council for their signature, but we have had no response. I have also been pushing to restart the Transfer process with Ian Wilson.
2. Meeting of the Cambourne Project Team discussing pre apps and forthcoming sites etc.
3. 3G pitches and Tennis courts. Correspondence supporting the grant application enabling the confirmation of approval of the grant from the Football Foundation.
4. Meeting at South Cambs District Council with Officers from SCDC, CCC and the developers to progress discussions on viability of Cambourne West.
5. Meeting with ED Durrant, Claire Gibbons and the Parish Chairman to discuss Community and Sport Facilities in relation to Cambourne West.
6. Meeting with Cambourne Crescent and Parish Chairman in relation to development in Cambourne.
7. Meeting regarding the Cricket Pavilion with Timberworks Europe and representatives of the Fabricators from Estonia.
8. Meeting with Fenland Leisure and Head Groundsman to resolve issues with the bridge in Great Cambourne Play area.
9. Walk around Cambourne with Ed Durrant and officers from City Deal (Cambridgeshire County Council) with an emphasis on Public transport and cycle routes. This was to go through the development of Cambourne, Cambourne West, bus link onto the Broadway and then how it could continue on to Cambridge.
10. Meetings with Vine Technical regarding adoption works in Cambourne.

Meeting with Ed Durrant, Martyn Rodzian, Nicola Clay and Peter Tod regarding the Travel Plan for Upper Cambourne.

MEMBERSHIP OF COMMITTEES – 2016-2017

Planning Committee (6)
(plus Ch and V-Ch as ex-officio)

Cllrs
S Crocker
P Gavigan (Chairman)
J O'Dwyer
T Hudson
Mrs R Poulton
G Thompson
Vacancy

Leisure And Amenities Ctte (6)
(plus Ch and V-Ch as ex-officio – 2015-16
V-Ch has opted not to be on the
committee)

Cllrs
Mrs R Poulton (Chairman)
S Crocker
T Hudson
Dr G Mehboob
J Patel
Dr S Smith
G Thompson
Vacancy

Finance And Policy Committee (6)

Cllrs
Chairman of the Council (S Crocker)
Vice Chairman (J O'Dwyer)
Chairman of the Planning Committee (P
Gavigan)
Chairman of Leisure and Amenities
Committee (Mrs R Poulton)
J Patel
Vacancy

Authorised Signatories

Cllr S Crocker
Cllr J O'Dwyer
Cllr Mrs R Poulton
Cllr Mrs J Sawford

CYP Representatives

Cllr J Patel

Parish Plan Steering Committee

Cllr J O'Dwyer
Cllr G Thompson
Cllr Mrs J Sawford

Festival Working Party

Cllr S Crocker
Cllr Dr G Mehboob
Cllr Mrs J Sawford

Signed

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1 LAND TRANSFERS

Please find below a brief summary of the position on the ongoing transactions involving the Parish Council.

There has, however, been little, if any, progress on the transactions involving MCA?

1. Taylor Wimpey - various POS parcels (0051)

In-House – The engrossments were executed by the Parish Council some time ago, however I still await an additional plan for one of the land parcels from TW and continue to chase for this.

Wraggles – Once Wraggles are in funds to settle my costs, which should be the case in the next week or so, we are ready to complete.

2. Upper Cambourne Village Green and Turf Maize – MCA (53)

No change since my last report.

3. GC23/GC26, Greenway – MCA (58)

This matter remains on hold.

4. Upper Cambourne Northern Greenway SIP –MCA (59)

No change since my last report.

5. Cambourne Cricket Pavillion – MCA (62)

No change since my last report.

6. Cambourne Youth Centre – MCA (63)

No change since my last report.

7. Wind Turbine Site – MCA (64)

No change since my last report.

8. Cambourne School Lease Variation – County Council (65)

I await hearing from you as to the completion of this transaction.

If you have any queries on any of the above, do let me know.

Kind regards,

Allison Hopkins

Paralegal for Mills & Reeve LLP

Signed

Date 7th June 2016
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