



CAMBOURNE PARISH COUNCIL

District of South Cambridgeshire

A meeting of this Council was held at The Hub Community Centre, Cambourne on Tuesday 2nd September 2014

Present:

Cllr S Crocker (Chairman)

Cllr Mrs L Doidge

Cllr P Gavigan

Cllr T Hudson

Cllr S Masters

Cllr C McPhie

Cllr Dr G Mehboob

Cllr J O'Dwyer

Cllr J Patel

Cllr Mrs R Poulton

In attendance:

John Vickery Parish Clerk

Liz Pinchen Deputy Parish Clerk

Jessica Lydon Apprentice Office Administrator

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

1. **APOLOGIES**

Apologies for absence were received from, Cllr Mrs L Selway, Cllr Dr S Smith and Cllr Mrs P Vaughan.

It was:

RESOLVED that the apologies for absence from Cllr Mrs L Selway, Cllr Dr S Smith and Cllr Mrs P Vaughan be approved.

2. **MINUTES OF LAST MEETING**

It was:

RESOLVED that the minutes of Council Meeting M126 held on 5th August 2014 were confirmed as correct and duly signed by the Chairman.

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

There were no declarations of interest or requests for dispensation.

4. **POLICE MATTERS**

PSCO David Jackson had sent his apologies for being unable to attend the meeting.

PCSO Jackson had sent a report prior to the meeting and this had been circulated (report attached).

Signed

Date 7th October 2014

It was:

RESOLVED that the report be received.

5. CHAIRMAN'S ANNOUNCEMENTS

- The Chairman welcomed Jessica Lydon and reported that she has made a very good start to her work with the office team.
- The planning permission for the extension to The Hub has been granted and tender documents will shortly be available for approval. The Chairman thanked the Parish Clerk for all his work on producing the plans for The Hub extension and the new Sports Pavilion.
- The Chairman reminded Councillors that the BBQ Feast is being held this Saturday, 6th September 2014 on Great Cambourne Green to raise funds for Light Up Cambourne and the Cambodian Orphanage CDO.
- Work has started on the Burial Ground paths and it is estimated that plots will be available for purchase from April 2015.

13. PARISH PLAN

It was agreed to bring this item forward on the Agenda as Clare Gibbons – Sustainable Communities and Partnership Team, South Cambs District Council was in attendance for this item.

Clare Gibbons presented an overview of Parish Plans to the Council.

A Parish Plan should be led by a steering group and a consultation is carried out with residents. The Parish Plan crystallises the vision of a community over a period of time. It identifies an action plan that will make a difference to the quality of life for all residents through practical and tangible outcomes. The Parish Plan is a long term document with the vision extending 10 years into the future.

The Chairman reported that at the moment there is a question over whether to start a Parish Plan immediately or wait until the Local Plan has been determined.

A Parish Plan provides useful information to different groups of statutory providers with quality information gathered from across the whole population of a community.

Cllr C McPhie joined the meeting at this point.

A recommendation was made that it is worthwhile to refresh the Parish Plan after a period of 5 years. SCDC recommends the Cambridgeshire ACRE Toolkit as a useful resource for community consultation.

Cllr Dr G Mehboob joined the meeting at this point.

A Community event is held in order to promote the concept of the Parish Plan and to recruit members to a Steering Committee. The Steering Committee should be made up of 12 – 15 members. Current guidance suggests that no more than 2 – 3 members should be Parish Councillors.

Cllr Mrs L Doidge joined the meeting at this point.

The format for the community event is up to the individual Parish and can take many different formats. Once a Steering Committee is appointed then smaller Working Parties can be created to carry out different tasks, for example, to produce a questionnaire and to collate the data. The Parish Chairman reported that the possibility of employing someone to knock on doors to interview residents is being considered.

An Action Plan will typically take between 18 months and 2 years to complete. South Cambs District Council can provide support can provide assistance in terms of Officer time but not any financial assistance. The level of financial commitment is up to the individual parish. The community will need to be realistic in what can actually be achieved and not all actions in the plan will be for the Parish Council to take forward but could be led by other groups within the community.

The engagement process needs to be inclusive with partnerships forged with schools and other groups within the community.

Some examples of Parish Plans will be dropped off at the Parish Office. A website will be created to inform and update the community on the progress of the Parish Plan, this will be linked to the Parish website.

The Chairman thanked Clare Gibbons for her attendance.

It was:

RESOLVED that Cambourne Parish Council would support the creation of a Parish Plan and that the Chairman, Cllr P Gavigan, Cllr, S Masters, Cllr Dr G Mehboob and Cllr Mrs R Poulton be delegated authority to create a proposal for an event to promote the concept of a Parish Plan to the community to be presented at a future Council meeting.

12. PARISH NURSING PROJECT.

It was agreed to bring this item forward on the Agenda as Parish Nurse Catherine Price was in attendance

Catherine Price gave an overview of the Parish Nursing Project.

Parish Nurses work alongside the church and the community giving support to the whole person through one to one visiting. They can talk through concerns regarding medication, medical tests, diagnoses etc. They also promote health education and well-being.

Caroline, a resident of Cambourne works at Addenbrookes hospital 3 days a week and in the early stages is aiming to commit one day a week to the project. The Parish Nursing role is a voluntary one and she has applied for a grant from the Cambs Community foundation to get started. If there was opportunities for access to premises this would be very useful.

Concern was raised that the connection with the Church may be seen to be a barrier to some sectors of the community. Catherine, as a registered nurse works within the code of conduct of the Nursing and Midwifery Council and as such her own personal beliefs are not relevant. Catherine is seeking other health professionals in Cambourne to assist with the project.

It was felt that this would be a positive attribute for Cambourne.

The Chairman thanked Catherine Price for her attendance and requested that she provide an update on progress at a future meeting.

It was:

RESOLVED that the report be received.

6. HEALTHCARE IN CAMBOURNE

No further updates had been received.

7. RESIDENTS CORRESPONDENCE

No Residents Correspondence had been received.

8. COMMITTEE REPORTS

8.1 Planning Committee - report from 5th August 2014 PLN M205 and 19th August 2014 PLN M206.

It was:

RESOLVED that the Planning Committee report for 5th August 2014 and 19th August 2014 be received.

9. COUNTY COUNCIL MATTERS

Apologies for absence had been received from County Cllr Mervyn Loynes.

It was:

RESOLVED that the apologies be received.

10. DISTRICT COUNCIL MATTERS

District Cllr David Morgan was in attendance.

Apologies for absence had been received from District Cllr Mervyn Loynes

Cllr Morgan reported on the following issues:

- Monitoring of the South Cambs District Council call centre has been taking place. The results are positive but need further scrutiny. The results suggest that 81% of call are resolved satisfactorily and that calls last approximately 7 minutes. The centre is staffed by 2 full time and 2 part time staff handling over 10,000 call per month. The average call waiting time is 3 minutes.
- The leaflets advertising the DRT have still not been delivered to Cambourne.
- The Christmas lights last year had had a very positive effect on the wellbeing of the residents and congratulations to the team responsible for them.

It was:

RESOLVED that the report be received.

11. FINANCIAL STATEMENT

11.1 Schedule of Payments

Queries raised were clarified by the Parish Clerk.

It was:

Signed

Date 7th October 2014
4-13

RESOLVED that the schedule of payments be received and the payments approved.

11.2 Current Financial Statement

The Parish Clerk reported that spending is inline with expectations. Queries raised were answered by the Parish Clerk.

It was:

RESOLVED that the report on the Finance Spreadsheet as at 29/08/14 be received

11.3 Bank Reconciliation

It was:

RESOLVED that the report be received and the bank reconciliation at 1st August 2014 be received and approved.

14. CHRISTMAS LIGHTS

On behalf of Light Up Cambourne the Deputy Parish Clerk reported the following:

The feedback on the lights last year was overwhelmingly positive so we hope to build on that this year.

The aim for this year is to illuminate a total of 27 trees at the junction of Broad Street and High Street. This is an additional 8 trees on last year. The three village Christmas Trees will also been installed and illuminated again with the LED lights as last year.

A grant of £1000 has been received from the South Cambs Community Chest fund to provide additional sockets on lampposts.

The Afternoon Tea event in March raised a total of £735 and further fundraising events are planned as follows:

BBQ Feast on Great Cambourne Green on 6th September 2014. (Proceeds to be split between Light Up Cambourne and Cambodian Orphanage CDO)

Craft Fair in the Hub on 22nd November 2014.

We are also delivering envelopes to every home in Cambourne asking for a small cash donation. The envelopes can then be taken to drop off points at The Parish Office, The Co-op in Lower Cambourne, The Vine School, Jeavons Wood School and Hardwick Blue School. A house to house collection licence has been obtained from SCDC for this activity.

Letters will be sent during September to all business that sponsored the lights last year and to all other local businesses asking for sponsorship.

A small Switch On event is planned for Saturday 29th November comprising a brass band, carol singing, mulled wine and mince pies. More details of this will be published nearer the event.

Cllr J O'Dwyer clarified that the Christmas Lights are organised by a team of

resident volunteers, the Light Up Cambourne Committee, who are supported by the Parish Council.

It was:

RESOLVED that the report be received

15. **CAPALC MEMBERSHIP**

Concern has been raised that the fee paid, approximately £750, for annual membership of the Cambridge and Peterborough Association of Local Councils (CAPALC) does not represent value for money.

The Parish Clerk reported that CAPALC offer the following service to the Council:

Councillors can approach them for advice

They provide in house training

The provision of regular bulletins e.g. regarding changes to legislation

Provision of advice on difficult or unusual situations

The co-ordination of training for Clerks and Councillors

Concerns were raised that the training provided for Clerks is not effective and that advice given is not always timely or comprehensive.

The Parish Clerk reported that the National Association of Local Councils (NALC) can be approached directly for advice once the population reaches over 10,000. However, this is only the case if the Council is a member of the regional association i.e. CAPALC.

It was suggested that there should be a system of menu subscriptions whereby individual councils can opt to only pay for the services that they use. Feedback needs to be given on the quality of the training with suggestions for improvement.

It was noted that the CAPALC AGM is to be held in October, November or December and that this would be a good time to raise these issues.

It was:

RESOLVED that an agenda item is prepared and put forward for the CAPALC AGM requesting a menu subscription service, a review of the training offered and the level and timing of response to queries.

16. **PARISH ENERGY FUND**

As part of the agreement for the reduction of Carbon impact for the additional 950 dwellings was the setting up of the Cambourne Parish Energy Fund. Once the £950,000 contribution from MCA has been spent the role of the Fund is to manage the spending of the monies received from the Feed in Tariff (FIT) and export.

In April 2015 we should be in a position to start using the monies received to offer grants to residents of Cambourne.

To enable this to happen the following documents have been produced:

- Memorandum of Association,
- Application Form for Grant Aid,
- Explanatory notes accompanying application form.

The first stage of the process is to agree these documents and then start promoting the fund as available from April 2015.

The documents have been sent to Stephen Reid at South Cambs District Council for checking but they need further scrutiny.

It was:

RESOLVED that the report be received and that any comments on the documents be forwarded to the Parish Clerk and that the item be added to the next Finance and Policy Committee.

17. CAMBRIDGESHIRE COUNTY COUNCIL HOUSEHOLD RECYCLING SERVICE CONSULTATION

This has been received for information as the Council is not a consultee. Councillors may respond as individuals.

It was:

RESOLVED that the consultation be received and that the consultation be publicised on the Parish Council website

16. LAND TRANSFERS

No update on Land Transfers had been received from Mills and Reeve.

17. TRAFFIC MATTERS & ROAD SAFETY

Parking on verges

Concerns had be raised during the Planning Committee Meeting on 2nd September regarding the issue of parking on verges.

Broad Street junction improvements

The Parish Clerk reported that the works have now been approved by the County Council and the tendering process has begun.

Yellow Lines

The Parish Clerk reported that the consultation regarding the yellow lines outside the Vine school has been placed in the newspapers and if there are no objections the lines could be installed at the end of September.

It was:

RESOLVED that the report be received and a letter be written expressing the Councils concern's regarding parking on verges to Cambridgeshire County Council and the developers and that District Cllr David Morgan would also pursue this matter.

18. GENERAL CORRESPONDANCE

Cambs Chargers Volleyball Club – Additional information regarding application for financial assistance

The Parish Clerk confirmed that there is £808 in the budget. All documents previously requested have now been produced.

It was:

RESOLVED to release a grant of £808 to Cambs Chargers,
Cllr T Hudson wished it to be recorded that he had voted against the resolution.

Leonie Parsley, Cambourne First Responders – Email regarding request for free use of the Hub.

It was felt that the First Responders are an excellent community resource.

It was:

RESOLVED that the email be received and that the First Responders are given six free uses of a suitable Parish Council venue subject to availability.

Arts and Minds – Letter regarding free use of the Sports Pavilion and a request for additional funding.

Concern was raised that it was not clear if the sessions were only for Cambourne residents. The project had been supported previously by free use of the Sports Pavilion and a grant of £1000.

It was:

RESOLVED that the free use of the Sports Pavilion be given for 12 sessions as requested and that a grant of £1000 be given as the previous year.

Helen Taylor, Recycling and Waste Minimisation Office, SCDC – Email regarding update on changes to waste collection services in South Cambs

This is for information regarding changes to the weekly bin collections.

The Meeting was adjourned to allow a member of the public to speak.

The Meeting was reconvened.

It was:

RESOLVED that the email be received.

CAPALC – Invitation to South Cambs Parish Council Conference and funding fair.

The Chairman and the Parish Clerk reported that they would be attending along with Nigel Taylor, Chairman of the CYP.

It was:

RESOLVED that the invitation be received.

Chelsea Cross, Housing Administration Assistant, SCDC – Email regarding Disability Open Day.

This event is to be promoted via the notice boards and website.

It was:

RESOLVED that the email be received and the actions taken.

Cambridge City Council – Public consultation regarding Park Street Car Park, Cambridge

Councillors are encouraged to respond to the consultation and it will be publicised on the Parish Council website.

It was:

RESOLVED that the email be received and the consultation publicised.

Louise Meats, Senior Research Officer, Cambridgeshire County Council – email regarding Cambridgeshire County Council Budget Consultation

It was:

RESOLVED that the email be received and the consultation publicised.

19. 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.

20. SPORTS AND SOCIAL CLUB

The Parish Clerk gave a report on the current situation.

It was:

RESOLVED that that the report be received.

21. 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.

22. DATE OF NEXT MEETING – 7th October 2014

Cambourne Parish Council

Police Report

August 2014

I have made a review of the reported incidents for the period between the 5th August and 28th August, there were 128 incidents reported for the area with 86 in Cambourne last year compared to 106 with 72 in Cambourne for the same period this year.

The most frequent calls for Cambourne were as follows:-

6 Rowdy nuisance – non related to the Eco Pak

5 Civil disputes

5 Domestic disputes

5 Concerns – examples – Kettle lead left through letter box, Person seen breaking into property, found to have left keys inside.

In relation to crime there were 22 crimes reported for the area with 17 in Cambourne last year, compared with 15 reports for the area with 10 in Cambourne this year:

Most frequent offence reports were:-

4 Actual bodily harm

2 Common assault

2 Having controlled drug

Four of the above have been detected and eleven are still being investigated.

Our next Cuppa with a Copper session at Greens will be on Saturday 20th September between 10.30 and 11.30

Signed

Date 7th October 2014
10-13

CAMBOURNE PARISH COUNCIL

District of South Cambridgeshire

Council Meeting 2nd September 2014

FINANCIAL STATEMENT

11.1 SCHEDULE OF PAYMENTS: to consider schedule of payments, copy attached.

RECOMMENDATIONS:

That the schedule of payments attached be received and the payments be approved.

SCHEDULE OF PAYMENTS

Paid Accounts

Voucher No	Amount	Name	For	Budget Code	Freq.
2246	20,000.00	CYP	Grant	302	
2247	200.00	Cambourne Fishing Club	Grant	303	
2248	110.34	Morleys	Spare part for chair rack	1413	
2249	316.80	Premier Logos	Staff uniform	106	
2250	454.20	A J & R Scambler	Repairs to zero turn	1104	
2251	552.00	Technical Surfaces	Power Sweep Muga	1208	6wk
DD	311.20	SCDC	Sports Centre Bins (£85.54 Recharged)	1814	M
DD	12.26	SCDC	Sports & Social Club (Recharged)	1814	M
DD	55.92	SCDC	Hub Bin & Recycling	1422	M
DD	8.99	SCDC	Cricket Pavilion Bin	1814	M
DD	467.00	SWALEC	Hub - Gas	1416	M
DD	391.00	SCDC	Rates - MUGA	1206	M
DD	483.00	SCDC	Rates - Hub	1415	M
DD	108.00	SCDC	Rates - Trailer Park	1711	M
DD	98.00	SCDC	Rates - LC Cricket Pavilion	1811	M
DD	542.00	SCDC	Rates - Sports Pavilion	1811	M
DD	1447.27	Cambridge Water	Water - Hub	1414	½
DD	20.93	Cambridge Water	Water - Burial Ground	905	½
DD	188.14	Cambridge Water	Water - Brace Dein allotments	1011	½
DD	169.23	Cambridge Water	Water - Gt Cambourne Cricket Wicket	1210	½
DD	2180.01	Cambridge Water	Water - Sports Pavilion	1810	½
DD	76.07	Cambridge Water	Water - Bowls Green	1210	½
DD	263.91	Orange	Mobile phones	403	M
DD	75.12	SGW Payroll	Payroll processing	207	M
DD	44.75	Barclays	Bank charges A/c 93936082	203	M
DD	6.60	Eon	Trailer Park	1705	½
DD	32.04	Barclaycard	Merchant services	203	M
DD	865.56	Fuel Genie	Petrol & Diesel	1109	M
2252	1015.38	A J & R Scambler	Repairs to maintenance equipment	1104	

Signed

Date 7th October 2014
11-13

DRAFT
CPC/M127

2253	46.68	CCL Supplies	Cleaning materials	1411	
2254	26.80	Collings Brothers	Tools	1103	
2254	42.50	Collings Brothers	Safety Helmets	106	
2255	80.16	Cooleraid	Water cooler	1421	
2256	1534.20	Edge IT Systems	Software	404	
2257	2721.60	ESPO	Chairs for Hub	1413	
2258	534.78	Gibbs & Dandy	Post mix & restraint straps	1107	
2259	304.95	IG Electrical & Data Contracting	Works at Sports Centre (Recharged)	2004	
2260	424.21	Madingley Mulch	Cement & Equipment	1107	
2261	120.00	William Moorfoot Ltd	GPS survey of new pitches	1207	
DD	633.12	Opus	Hub - Electricity	1407	M
DD	22.20	Bus essentials			M
DD	240.13	British Gas	Sports Pavilion - Electricity	1806	M
DD	165.00	Scottish Power	MUGA - Electricity	1202	M
DD	2,584.29	PAYE		102	M
DD	3,239.81	Pension Service	Pension payment August	103	M
DD	12,312.05	Payroll	Salaries August	101	M

Signed

Date 7th October 2014
12-13

CAMBOURNE PARISH COUNCIL
BANK RECONCILIATION AT 1st August 2014

Prepared by John Vickery Parish Clerk and RFO 27/08/2014

Total Receipts of the Council up to 31st July 2014	1,267,569.96
Total Receipts of the CPEF up to 14th July 2014	1,096,010.25
Total Payments by the Council up to 31st July 2014	206,727.43
Total Payments by the CPEF up to 14th July 2014	687,595.56
Balance	A
	1,469,257.22

Barclays Bank PLC	
Account No 93936082	
Statement from Bank dated 1st August 2014	3,738.58
Account No 90496049	
Statement from Bank dated 1st August 2014	£ 1,076,121.48
Account No 23365964 CPEF	
Statement from Bank dated 15th July 2014	£ 421,695.68
Total	1,501,555.74

Un-presented cheques at 31st July 2014
Barclays

2230	13.38
2233	50.00
2241	84.40
2243	23.00
2246	20,000.00
2247	200.00
2248	110.34
2249	316.80
2250	454.20
2251	552.00

CPEF

0016	13,280.99
------	-----------

TOTAL £ 35,085.11

Unrecorded income at 31st July 2014

TOTAL 2,786.59

Balance **B** £ **1,469,257.22**

Check A-B **0.00**

Petty Cash Total **260.02**

Balance including Petty Cash Total **1,469,517.24**

Signed
Chairman Clerk Date

Independent Councillor Check Date

Signed

Date 7th October 2014
13-13