



CAMBOURNE PARISH COUNCIL

District of South Cambridgeshire

A meeting of this Council was held at The Hub Community Centre, Cambourne on Tuesday 13th January 2015

Present:

Cllr S Crocker (Chairman)
Cllr Ms R Betson
Cllr G Cooper
Cllr P Gavigan
Cllr T Hudson
Cllr S Masters

Cllr J O'Dwyer
Cllr J Patel
Cllr Mrs R Poulton
Cllr Mrs L Selway
Cllr Dr S Smith

In attendance:

John Vickery Parish Clerk
Liz Pinchen Deputy Parish Clerk

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

1. APOLOGIES

Apologies for absence were received from Cllr Mrs L Doidge and Cllr Dr G Mehboob

It was:

RESOLVED that the apologies for absence from Cllr Mrs L Doidge and Dr G Mehboob be approved.

2. MINUTES OF LAST MEETING

It was:

RESOLVED that the minutes of Council Meeting M132 held on 2nd December 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 to the Council (report attached).

Cllr J Patel joined the meeting at this point

Signed

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Concern was raised regarding an alleged violent assault in Cambourne. The incident had been reported to the police and the Cambridge News had contacted the Parish Chairman but he had declined to comment.

It was noted that there was no indication on the report when Operation Oakland would be coming to Cambourne. This information would be requested from PCSO Jackson. Space would be offered if needed and the information put on the Parish Council website.

Concern had been raised prior to Christmas that there was an indication that the Cuppa with a Copper sessions may be ceasing. Clarification on this would be sought from PCSO Jackson.

The Parish Clerk reported that a letter had been received from Temporary Chief Inspector James Sutherland regarding the closure of the enquiry desk at the police station. The office will be now open from 10am to 3pm on Mondays. The letter explained the rationale for the reduced hours but this was not supported by any empirical evidence or statistics.

It was:

RESOLVED that the report be received and that statistics on the use of the enquiry desk prior to the staff illness would be requested.

5. CHAIRMAN'S ANNOUNCEMENTS

- County Councillor Lister Wilson passed away recently; confirmation of the funeral details are to follow. The family have indicated that they would prefer an item of play equipment to be dedicated to his memory rather than a memorial bench. It was suggested that a plaque be put new aerial slide.
- Congratulations are extended to the Parish Council Grounds staff for the successful provision of an area for Christmas tree recycling. The facility is well used.
- A reminder that the Parish Plan launch event takes place on Saturday 17th January 2015 from 12 – 2pm. The aim of the event is to raise interest in joining the steering committee. All councillors are welcome to attend the event.

6. CLERKS UPDATE

The Parish Clerk reported on the following which are all activities in addition to the usual day to day activities:

1. Further discussions with the County Council officers so a proposal can be brought to the Council for consideration. Meeting with the preschool to clarify their needs and concerns over their future due to the uncertainty over a future home.
2. Meetings to develop proposals for the Beer Festival including communicating with CAMRA.
3. Induction and briefing of the two new Councillors.
4. Meeting with the FA regarding upgrading the ATP to FIFA 1* and obtaining further funding from them to enable this to happen. Potentially up to £100,000.
5. Resolving and inspecting works carried out to complete the final defects

Signed

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at the Sports Centre. The works have now been carried out to the satisfaction of Every One Active and myself.

6. Liaising with the Parish Chairman to arrange the inaugural meeting for the Parish Plan.
7. Further discussions with McA, Wildlife Trust and Andrew Cole to finalise details of Land Transfers.
8. Arranging emergency repairs and cleaning of the CYP building after the roof developed a leak. 20 patches were required to make it water tight. Consideration will need to be given to further works to the roof in the Summer.
9. Arranging for repairs to the Library roof as a result of the installation of the PV's. This work was carried out as part of the defects on the building at no cost to the Council.
10. Meeting with SCDC, CCC, McA and Andrew Cole to resolve the final issues around the rural interchange in the High Street.
11. I also took two weeks holiday over Christmas.

On the 19th December we held the Staff Christmas dinner. Everyone paid for their meals, drinks and took toilet time so there was no cost to the rate payers.

It was:

RESOLVED that the report be received.

7. **HEALTHCARE IN CAMBOURNE**

The Parish Clerk reported that he had requested an update from Ian Burns before Christmas and would follow this up. The balance of the s106 funding is being held by the developers with sufficient released to cover the works currently taking place. The s106 funds have to be used within 10 years of the trigger date.

Concern was raised regarding the poor state of the surgery during the current works.

It was:

RESOLVED that the report be received and the Parish Clerk would request a reply from Ian Burns and a completion date for the current works.

8. **RESIDENTS CORRESPONDENCE**

Richard Pearce – Email regarding BT Infinity.

The Parish Chairman reported that he has also unsuccessfully tried to contact Annette Thorpe of BT and that Dominic Plunkett is no longer dealing with BT as he is no longer in Cambourne. District Councillor Tumi Hawkins has been in contact with BT's chief engineer regarding BT Infinity issues so it would be worth contacting her. The undertaking from BT was that all homes completed prior to 31st December 2012 would be able to get BT Infinity. The infrastructure should also be open to other suppliers but this is not the case.

It was:

RESOLVED that the email be received, a representative from BT would be invited to attend a future meeting and that the Parish Clerk would respond to the resident.

9. **COMMITTEE REPORTS**

Signed

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9.1 Planning Committee - reports from 2nd December 2014 PLN M213 and 16th December 2014 PLN M214.

It was:

RESOLVED that the Planning Committee reports for 2nd December 2014 and 16th December 2014 be received.

9.2 Finance & Policy Committee – reports from 16th December 2014 FIN M59

RESOLVED that the Finance & Policy Committee reports for 16th December 2014 be received.

10. COUNTY COUNCIL MATTERS

Apologies for absence had been received from County Cllr Mervyn Loynes. Cllr Loynes had sent a report that he had followed up on the gully cleaning and that Cambourne was on the County schedule. It was questioned whether or not the County Council's record of adopted roads in Cambourne agreed with our own records.

It was:

RESOLVED that report be received.

11. DISTRICT COUNCIL MATTERS

District Cllr Alison Elcox was in attendance.

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

Concerns were raised regarding the dates and inconsistent timings of the bin collections over the Christmas and new year period. Councillors also reported non collection of bins in some areas of Cambourne.

Cllr Elcox reported that the deadline for the South Cambs Community Awards had been extended to 23rd January 2015. At present there are nominations in the Village Hero category only. The information will be sent out to other organisations within Cambourne.

Cllr Elcox reported that she had recently attended a City Deal meeting regarding the road improvements to the A428 corridor, park and ride and the A428/M11 bus lane. The total cost is in the region of £70million.

Concern was raised that s106 funding that was earmarked for a cycle route from Cambourne to Cambridge has not been spent. The Developers are aware of this.

It was:

RESOLVED that the report be received and that Cllr Elcox would report the Council's concerns regarding bin collections.

11. FINANCIAL STATEMENT

11.1 Schedule of Payments

Queries raised were clarified by the Parish Clerk.

It was:

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.

It was:

RESOLVED that the report on the Finance Spreadsheet as at 08/01/15 be received

11.3 Bank Reconciliation

It was noted that the date on the Bank Reconciliation was incorrect.

It was:

RESOLVED that the report be received and the bank reconciliations at 1st January 2015 be amended and approved.

12. BUDGET FOR 2015-2016

The Parish Clerk reported that on 16th December 2014 the Finance and Policy Committee had reviewed the Draft Budget in detail and had recommended that the proposed budget and precept be approved. Further queries that were raised were answered by the Parish Clerk. It was clarified that there is a proposed freeze on the Band D precept however due to an increase in the number of residential properties in Cambourne the overall precept will increase. The Parish Clerk confirmed that the LCTS grant has not been passed on by South Cambs District Council.

It was:

RESOLVED that Cambourne Parish Council levies a precept of £416,588.00 on South Cambs District Council to cover the projected budget for the financial year 2015-2016.

13. COMMITTEE MEMBERSHIP

The Parish Clerk reported that currently there are two vacancies on the Finance and Policy Committee but that both the Planning and Leisure and Amenities Committees were full with several members on more than one Committee. The two new councillors need the opportunity to join a Committee so longer serving members were asked to consider their membership of Committees.

It was:

RESOLVED that a review of committee membership would take place at the February 2015 Council meeting.

14. CALENDAR OF MEETINGS

Concern was raised that it would be difficult for some councillors to attend meetings held during the school holidays. It was noted that only one meeting would fall in half term and that the August meeting was inevitable so it was not considered to be a major issue. It was also noted that there has never been insufficient matters arising that a meeting has been cancelled so that the wording of *urgent matters only* was not relevant. It was also noted that there was an incorrect start time of 6.30pm.

It was:

Signed

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RESOLVED that the Calendar of Meetings would be amended as discussed and reviewed again at the Annual Council Meeting in May 2015.

15. PARISH ENERGY FUND

The Parish Clerk reported that the documents had been amended following the review at the September 2014 Council meeting and were currently being reviewed by Stephen Reid at South Cambs District Council.

There will be a separate Committee reporting to the Council and will be covered under the Parish Council insurance.

Concern was raised regarding the staff time and costs involved and that there would need to be some kind of mechanism for tracking the hours involved.

It was:

RESOLVED that the documents be approved as amended subject to Stephen Reid's comments.

16. SOCIAL MEDIA POLICY AND FACEBOOK PAGE

Social Media Policy

It was noted that the section on Bias and Predetermination needs to be updated to reflect the Localism Act 2011 section 25.

Concern was raised regarding councillor email addresses being linked to personal email addresses. A Media Policy should be created to cover all aspects of media including guidance for councillors when dealing with the Press.

It was:

RESOLVED that the Social Media Policy be adopted subject to amendment in accordance with the Localism Act 2011.

Facebook Page

Concern was raised regarding the amount of time taken to update the Facebook page and the impact it would have on the office staff's workload if it fell to them to maintain the page. Concern was raised that allowing public comments on the page could lead to negativity and that the page should only be used for giving out timely and correct information.

Cllr J Patel left the meeting at this point

It was felt that there should be regular reviews.

It was:

RESOLVED to launch a Cambourne Parish Council Facebook page that would be closed to public comments to be reviewed in six months' time.

Cllr Mrs R Poulton and Cllr Dr S Smith abstained from the vote.

Public Notice

The Parish Clerk reported that new legislation means that the Parish Council are no longer able to ban recording of council meetings. However, if a Public Notice (copy attached) is displayed regarding the filming and use of social media in meetings a person can be asked to leave the meeting if the filming or use of social media is disruptive.

It was:

RESOLVED that the Public Notice regarding filming and use of social media at Council meetings be adopted and displayed appropriately.

17. LITTER BINS ON CROW HILL

It was noted that there has been no reported occurrence of the littering at Crow Hill since this was raised in September 2014.

It was:

RESOLVED it was resolved not to put a bin on Crow Hill at present and continue to monitor the situation.

18. LAND TRANSFERS

The Land Transfer report had been circulated prior to the meeting (report attached) and queries were answered by the Parish Clerk.

It was:

RESOLVED that the report be received.

19. TRAFFIC MATTERS & ROAD SAFETY

19.1 Yellow Lines – Phase 4

Comments have been received from residents regarding extending the yellow lines in other areas of Cambourne. Areas under consideration are at Sackville Way and the High Street and Back Lane coming from Upper Cambourne to the junction with Sackville Way.

De La Warr Way has been requested under the plans for the Gateway Site.

Concern was raised regarding parking in Foxhollow however as this is a residential road it will be unlikely to be approved for yellow lines. The PCSO will be asked to monitor parking in this area.

It was:

RESOLVED that the Chairman, Vice Chairman and Parish Clerk be delegated authority to proceed with agreeing the consultation documentation for the installation of yellow lines on Sackville Way, High Street, and Back Lane.

19.2 20mph speed limit

A letter had been received from Cambridgeshire County Council regarding a proposed 20mph speed limit in Cambourne. A change to the speed limit would have to be funded by the Parish Council and a consultation with the residents should be carried out.

The roads in Cambourne were designed for a 20mph limit but concerns were raised regarding enforcement of the limit.

It was:

RESOLVED that a question would be added to the yellow line consultation regarding the introduction of a 20mph throughout Cambourne.

19.3 Waiting Restriction signage at Brace Dein

The Parish Clerk reported that the drawings indicating the underground services have now been received so the signs can be installed.

It was:

RESOLVED that the report be received.

19.4 Winter Gritting routes

Correspondence had been received from residents concerning the winter gritting routes in Upper Cambourne. Lancaster Gate and Sterling Way should be part of the County Council gritting route.

Concern was raised that there were insufficient grit bins in Upper Cambourne. The Parish Clerk reported that an additional bin has been requested by the developers and that a quote for gritting Eastgate by the Parish Council had also been requested.

The Parish Clerk reported that the correspondent had already been responded to.

It was:

RESOLVED that the report be received.

19.5 Highways Fault reporting

Details of how to report a highways fault had been received.

It was:

RESOLVED that the correspondence be received and that the information be put on the website and the Facebook page.

20. GENERAL CORRESPONDANCE

CCG Engagement Team

Email regarding consultation on a future model for NHS111 and GP Out of Hours Services

A paper copy of the consultation is available in the Parish Office.

It was:

RESOLVED that the email be received and the link to the consultation be put on the website and the Facebook page.

Campbell Ross-Bain – Bus Operations & Facilities Manager, Cambridgeshire County Council

Letter regarding Busway Park & Ride – Introduction of Parking Charges at St Ives and Longstanton

It was:

RESOLVED that the letter be received.

Adrian Winter – Cambourne Rovers Football Club

Letter regarding FA Charter Standard Award for 2014/2015

It was:

RESOLVED that the letter be received.

Jane Green – Head of New Communities, SCDC

Email regarding Parish Planning Training

It was:

RESOLVED that The Chairman and the Chairman of the Planning Committee

would attend the session one on 27th January 2015 and the Chairman of the Planning Committee and Cllr Mrs L Selway would attend session 2 on 12th March 2015

21. 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.

22. STAFFING ISSUES

The Parish Clerk gave an update on staffing matters.

It was:

RESOLVED that that the report be received and the recommended actions are taken.

23. PURCHASE OF MAINTENANCE EQUIPMENT

It was:

RESOLVED that that the report be received and the Dakota Turf Tender be purchased from A J & R Scambler & Sons Ltd

24. 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.

25. DATE OF NEXT MEETING – 3rd February 2015