



## CAMBOURNE PARISH COUNCIL

District of South Cambridgeshire

A Meeting of Cambourne Parish Council was held in The Hub Community Centre, Cambourne on Tuesday 3<sup>rd</sup> November 2009.

### Present

Cllr D Tilley Chairman	Cllr R Hume
Cllr Mrs R Clements	Cllr J O'Dwyer
Cllr P Drake	Cllr Mrs R Poulton
Cllr Mrs S Germundsson	Cllr D Plunkett
Cllr T Hudson	

Also present            John Vickery Parish Clerk

There were three members of the public in attendance.

### 1.        **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr C Hudson & Cllr I Booth.

### 2.        **MINUTES**

The Minutes of the meetings CPC/M62 held on Tuesday 6<sup>th</sup> October 2009 were confirmed as a correct record and were then duly signed by the Chairman.

### 3.        **MEMBERS DECLARATION OF INTEREST**

There were no declarations of interest for items on the agenda.

### 4.        **CHAIRMAN'S ANNOUNCEMENTS**

Chairman made no announcements, but thanked Roger for his response to the article in the Cambridge news.

### 5.        **COMMITTEE REPORTS**

To receive minutes of meetings of the following Committees and consider any recommendations contained therein:

**5.1 Planning Committee** held on 6<sup>th</sup> October 2009 and 20<sup>th</sup> October 2009.

Signed

Dated 2<sup>nd</sup> December 2009

It was:

**Resolved:** that the report be received.

**5.2 Leisure & Amenities Committee** held on 20<sup>th</sup> October 2009.

It was:

**Resolved:** that the report be received.

**5.3 Finance & Policy Committee** held on 20<sup>th</sup> October 2009.#

It was:

**Resolved:** that the report be received.

**6. PARISH COUNCIL**

The Parish Clerk reported on the resignation of a Parish Councillor Mrs Ann Doyle and that the notice for a Casual vacancy had been displayed and an election had been called.

It was:

**Resolved** that the report be received and after careful consideration the Parish Council would not pay for polling cards, but would ensure the election if required would be well advertised in the Cambourne Crier.

**7. POLICE MATTERS**

No police representatives were able to attend.

Councillors raised concern about the lack of report and requested that a representative of the police should attend at least every 2 months.

The PCSO's held a further surgery in the Cricket Pavilion in Lower Cambourne. The surgeries should be better advertised.

It was:

**Resolved** that the report be received and necessary actions be taken.

**8. COUNTY COUNCIL MATTERS**

County Councillor Lister Wilson for Cambourne was unable to attend.

**9. DISTRICT COUNCIL MATTERS**

District Councillor D Morgan reported that there was not a lot to report.

The District Council is preparing the budgets for next year. There is not a lot in the budget there will be some reduction in staffing.

The Council is also exploring ways of reducing the amount of waste going into black wheelie bins as it costs £40/ton that is dumped. To achieve this they are looking at introducing a blue bin to take the recycling.

It was:

**Resolved** that the report be received.

Signed

Dated 2<sup>nd</sup> December 2009

**10. YOUTH COUNCIL**

To receive a report from the Parish Chairman and Parish Clerk on the formation of a Youth Council In Cambourne.

The Parish Chairman asked if there were any volunteers to take the project forward. No volunteers came forward.

Therefore the Parish Chairman clarified the process as it was agreed to revisit the original decision.

The original proposal was based on experience from other Youth Councils especially St Ives that works well. Year groups are given time to vote, with nearly all students voting. We do not want to exclude non Comberton College students from the process.

An election in The Hub would have low attendance rate and would lack electoral legitimacy. There would be one list for each year group with just the candidate's first name and their manifesto.

All schools taking children from Cambourne will be contacted to request their support.

The system can be reviewed in the future, but it is essential to get the Youth Council started.

It was:

**Resolved** that an election be held for the Youth Council.

The Parish Chairman agreed to act as the co-ordinator for the Youth Council.

**11. FINANCIAL STATEMENT**

11.1 **CURRENT FINANCIAL STATEMENT:** the council has been keeping within its agreed revised budgets and spending in accordance with the Financial Regulations. A copy of Finance Spreadsheet as at 28.10.09 was scrutinised.

It was:

**Resolved** That the report on the Finance Spreadsheet as at 28.10.09 be received.

**11.2 TO RECEIVE A SCHEDULE OF PAYMENTS.**

It was:

**Resolved** That the schedule of payments as attached be received and the payments be approved.

**12. COMMITTEE MEMBERSHIP**

To consider filling vacancies on the Leisure and Amenities Committee.

It was:

**Resolved** that the appointments are deferred until the first meeting after

Signed

Dated 2<sup>nd</sup> December 2009

the election of the new Councillors.

**13. GROUNDS MAINTENANCE**

To consider a report from the Parish Clerk and Charge hand (Copy Attached)

The following recommendations were made by Leisure and Amenities committee held on the 20<sup>th</sup> October 2009:

It was

**Recommended** that the Parish Council agree to the appointment of an additional Grounds Maintenance Operative employed from April to October.

and

It was

**Recommended** that the Parish Council agree to vire the money to the Plant and Equipment budget and purchase the equipment as listed with the exception of the Tiller/Rotovator to allow the Parish Council to meet the expectations of the residents.

However the finance and Policy Committee made the following recommendation on the 20<sup>th</sup> October 2009:

It was

**Recommended** that the Parish Council should not proceed with the appointment of a third Grounds Maintenance Operative.

This was approved on the chairman's casting vote.

Cllr C Hudson and Cllr R Hume wished their vote for the recommendation above be recorded.

Cllr P Drake wished his vote against the recommendation above be recorded.

It was:

**Resolved** that as part of the budgeting process, provision be made for a third maintenance operative for a fixed period between April and October no appointment to be made until further documentation has been considered.

Cllr Hume requested that his vote against be recorded.

It was also:

**Resolved** that the Parish Council vire the money to the Plant and Equipment budget and purchase the equipment as listed with the exception of the Tiller/Rotovator to allow the Parish Council to meet the expectations of the residents.

**14. ALLOTMENTS**

To receive a report from the Parish Clerk.

The Parish clerk reported he had spoken to John Flavill and it was

Signed

Dated 2<sup>nd</sup> December 2009

agreed that a meeting be held on the 24<sup>th</sup> November 2009 to form a new committee for Crowe Hill Allotments.

It was:

**Resolved** that the report be received.

The Parish Clerk reported that the developers were progressing the transfer of the Brace Dein Allotments and this was imminent the siting of the water main has been checked. There was a discussion on the size and number of plots to be issued as raised by a member of the public.

It was:

**Resolved** that the issue be deferred to the next Leisure and Amenities Committee for further consideration on size and allocation of plots. A NSALG representative be invited to attend the meeting.

**15. TRAFFIC MATTERS**

To consider traffic issues in Cambourne (Correspondence attached).

Correspondence from Jon Finney and Maurice Gordon re adoption of roads.

It was:

**Resolved** that the information be received, but are concerned about the delay in the adoption of the roads.

E-mail from CPALC regarding HCV and Countywide Advisory Freight MAP.

It was:

**Resolved** that the e-mail be received.

E-mail regarding parking outside Monkfield School.

It was:

**Resolved** that the e-mail be received and the Council should respond explaining what actions have been taken and contact Monkfield School regarding the problem.

E-mail regarding bike stands.

It was:

**Resolved** that the e-mail be received and consideration be given to a bike stand for securing bikes when using the Bus Stops.

**16. CAMBRIDGESHIRE & PETERBOROUGH ASSOCIATION OF LOCAL COUNCILS**

Copy of information pack for AGM

It was:

Signed

Dated 2<sup>nd</sup> December 2009

**Resolved** that the information be received and Councillors should try to attend.

**17. SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL DEVELOPMENT FRAMEWORK PUBLIC PARTICIPATION STATEMENT OF COMMUNITY INVOLVEMENT AND SUPPLEMENTARY PLANNING DOCUMENTS.**

The District Council is consulting on the following documents:

- Statement of Community involvement
- Affordable Housing SPD
- District Design Guide SPD
- Landscape in New Developments SPD

The consultation period is from Friday 23<sup>rd</sup> October 2009 to Friday 4<sup>th</sup> December 2009

It was:

**Resolved** that this item be deferred until the next Council meeting.

**18. CORRESPONDENCE**

Parish Clerk to report on any correspondence needing to be brought to the Council's attention. (Schedule Herewith)

**NATS**

Letter regarding TCN Update.

It was:

**Resolved** that the letter be received.

**Cambourne Arts**

Letter regarding a request for Grant Funding towards a Music Festival in Cambourne.

It was:

**Resolved** that the Parish Council agree to support the event by giving The Hub free of charge for the event. Subject to being kept informed of the planning, details of the event and feed back after the event on attendance and how successful it was.

**NHS Cambridgeshire**

Letter regarding Launch of Public Consultation.

It was:

**Resolved** that the letter be received.

**Cambridge Gliding Centre** Letter regarding Consultative Committee

Signed

Dated 2<sup>nd</sup> December 2009

meeting.

It was:

**Resolved** that the Parish Chairman will try and attend.

**Andrew Lansley**

Letter regarding Gypsy and Traveller Development Plan consultation.

It was:

**Resolved** that the correspondence be received

**Cambridgeshire County Council**

E-Mail regarding changes to Stagecoach and Whippet services.

It was:

**Resolved** that the Parish Council write expressing concern at the reduction of services on Sundays and what was the justification for this.

**19. SPORTS CENTRE**

To receive an update from the Parish Clerk.

The Parish Clerk gave an update on the current position.

It was:

**Resolved** that the Parish Council subject to negotiations agree in principal that it would accept ownership of the land and Sports centre if it enables the Sports Centre to progress.

**22. TO CONFIRM DATE OF NEXT MEETING –3<sup>rd</sup> November 2009.**

**SCHEDULE OF PAYMENTS**

**Paid Accounts**

<b>Voucher No</b>	<b>Amount</b>	<b>Name</b>	<b>For</b>	<b>Budget Code</b>	<b>Freq.</b>
DD	56.90	SCDC	The MUGA Bins	1422	M
DD	180.00	Swalec	The Hub Gas	1416	M
DD	58.00	SCDC	Caravan Park Rates	1711	M
DD	101.00	SCDC	Cricket Ground and Pavilion Rates	1811	M
DD	451.00	SCDC	MUGA Rates	1206	M
DD	497.00	SCDC	The Hub Rates	1415	M
DD	65.32	SGW Payroll	Salaries	207	M
DD	55.08	SCDC	The Hub Bins	1422	M
830	76.58	Gibbs and Dandy	Paint, ply and lock	1105	
831	32.20	Cooler Aid	Water	1421	M
832	92.00	Catering installation	Dishwasher repairs	1406	
833	120.26	Numatic	Scrubber servicing	1406	
834	109.28	Numatic	Hoover and parts	1409	
835	138.00	Briar Security Systems	Cricket Pavilion Maintenance	1808	A
836	53.60	SLCC	Charles Arnold Baker 8th Ed	405	
837	140.31	C & J Supplies Ltd	Tennis keys MUGA	1208	
838	476.68	Allianz Insurance Ltd	Insurance Tractor and Zero turn	205	A
839	1,679.00	Moore Stephens	External Audit	201	A
840	51.75	Briar Security Systems	Moving entry phone	1413	
841	569.34	Arthur Ibbetts Limited	Strimmer and Edge trimmer	1103	
	429.98	Arthur Ibbetts Limited		1105	
842	112.57	CCL	Cleaning materials	1411	
DD	174.68	BT	BT All phones	403	
DD	229.24	ARVAL	Diesel/Servicing etc	1109	
843	120.00	Jane Barker	Gentile Keep Fit	1412	
844	149.46	Tindalls	Stationary	405	
845	26.47	Ridgeon's	DDA lever	1413	
846	514.28	Dickerson	Pitch Maintenance	1201	
847	503.70	Technical Surfaces Ltd	MUGA Maintenance	1201	6wk
848	401.30	Window Services	Window repairs	1413	
849	0.00	Cancelled			
850	61.06	CCL	cleaning materials	1411	
851	2.45	HMRC	VAT payment		Q
	2,706.38	PAYE	September income tax	102	M
DD	1,383.46	Pension Service	Pension payment October	103	M
DD	8,943.83	Payroll	Salaries October	101	M

Signed

Dated 2<sup>nd</sup> December 2009



## CAMBOURNE PARISH COUNCIL

District of South Cambridgeshire

COUNCIL MEETING 3<sup>rd</sup> November 2009

### **GROUNDS MAINTENANCE**

**To consider a report from the Parish Clerk and Charge hand;**

### **BACKGROUND**

The Parish Clerk and Charge Hand held a review of the work carried out on areas owned by the Parish Council. The Parish Council maintain a wide range of land from small verges up to the Playing fields.

I have attached a copy of the schedule of land owned or maintained by the Parish Council.

Ideally during the Summer Months

### **The Sports Pitches**

- Are cut weekly
- Marked weekly
- Surface dressed annually
- Fertilizing quarterly
- Moss twice a year
- Aerating scarifying fortnightly
- The allotment common areas are cut fortnightly
- Compost bins manage and maintain as required clear annually
- Litter picks are carried out twice dedicated plus when cutting.

### **Playgrounds**

- Cut and strim weekly
- Inspections three times a week during the summer
- Repair and maintenance as required.
- Litter picks are carried out twice dedicated plus when cutting.

### **MUGA**

- Drag net weekly
- Litter Pick daily
- Inspection daily
- Muga and tennis court fence maintenance monthly

**The Hub:**

Signed

Dated 2<sup>nd</sup> December 2009

- Maintenance and weeding of flower beds at The Hub Car Park is carried out monthly
- Cutting of Grass at fortnightly
- Sweeping Car park monthly
- Litter picks are carried out twice dedicated plus when cutting.

**Bowling Green requires:**

- Cutting daily
- Edging weekly
- Scarifying fortnightly
- Aerating fortnightly
- Verti-cutting fortnightly
- Moss twice yearly
- Fertilising monthly
- Brushing daily
- Hedge maintenance twice a year
- Boarder weeding monthly
- Top dressing annually

**Cricket wicket:**

- Cutting twice a week
- Scarifying weekly
- Aerating weekly
- Verti-cutting weekly
- Moss twice yearly
- Fertilising monthly
- Top dressing annually
- Rolling weekly
- Marking weekly
- Brushing weekly
- Crease Maintenance weekly
- Watering daily subject to weather

**Cricket Outfield:**

- Cut weekly
- Strim Fortnightly
- Weed control twice a year
- Fertilising annually
- Litter picks are carried out twice dedicated plus when cutting.

**Cricket Pavilion:**

- Grass cutting fortnightly
- Strim fortnightly
- Sweeping Carpark monthly

Signed

Dated 2<sup>nd</sup> December 2009  
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- Litter picks are carried out twice dedicated plus when cutting.

**Tennis courts:**

- Spraying moss twice a month
- Sweeping fortnightly
- pressure washing twice a year
- Litter picks are carried out twice dedicated plus when cutting.

**Trailer Park**

- Grass cutting fortnightly
- Spraying Car park access road quarterly
- General levelling of gravel to access road annually

**Skate Board Park**

- Grass cutting fortnightly
- Strim fortnightly
- Sweeping park fortnightly
- Inspections three times a week during the summer
- Repair and maintenance as required.
- Litter picks are carried out twice dedicated plus when cutting.

**General Maintenance**

- Hedge trimming annually
- Ditch maintenance annually
- Ponds twice a year
- Tree maintenance six times a year
- The verges are cut on a fortnightly basis
- The village greens are cut and strimmed weekly
- Vandalism regular basis 2/3 times a month
- General maintenance of Parish Buildings, tables, seats, bins, etc regular basis normally 2/3 times a week
- General fencing maintenance twice yearly inspections, but regular maintenance due to design.

**Notice Boards**

- Notice boards at least fortnightly, but often more regularly

The Eco Park requires surface dressing to improve the condition it would then need maintaining at the same level as sports pitches.

This year the grounds men struggled to achieve the number of cuts required on all the areas and were unable to carry out all the required surface dressing of the pitches to a suitable standard and are playing catch up with the pitch maintenance because of this.

Signed

Dated 2<sup>nd</sup> December 2009

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The extent of the work load will increase next year with the transfer of the Second Cricket Wicket, Brace Dean Allotments, additional Verges from the County Council, additional Verges from the developers and the main entrance park area. These will bring in additional funding that will go towards covering the cost of the position.

We currently are paid by Bovis and the County Council to carry out grass cutting on their behalf

## **GROUNDS MAINTENANCE OPERATIVES**

After carrying out a review of the work over the last year in light of the works that they are required to carry out over the summer season by the Charge Hand and the Parish Clerk it was assessed that the Ground Staff would have been more able to meet the required cutting requirements to keep Cambourne up to the standards the Ground Staff set for themselves and the residents expect. It was found that a third Grounds Maintenance Operative employed from April to October enable the Council to fulfil the expectations of the residents.

We currently are paid by Bovis and the County Council to carry out grass cutting on their behalf. This money would cover 92% of the cost of the post this would have a negligible impact on the precept of approx £600.00.

It is

**Recommended** that the Parish Council agree to the appointment of an additional Grounds Maintenance Operative employed from April to October.

## **GROUNDS MAINTENANCE EQUIPMENT**

After carrying out a review of the work load over the last year in light of the works that are required to be carried out over the summer season the Parish Clerk and Charge hand carried out a review of the current equipment and what is required to make them more efficient and allow them to work to their fullest potential.

The top dressing of the sports pitches took an extended period and was not as effective as the men would have liked with the existing tractor having to be changed from the top dresser to brush to roller to do each pitch this was time prolonged the time required to carry out the work. This had a negative impact on other works that required to be done. Having two tractors would enable the pitches to be dressed more effectively with one tractor doing the top dressing with the second following on with the brush. This would free up the other Ground Staff to work on the other areas with the other equipment. The second mowing deck would also assist in cutting the second phase pitches which was not carried out to the same standard as they were being allowed to stabilise, allowing the other equipment to be used on other areas.

A second tractor	£17,750.00
Front loader for tractor	£ 4,125.00
Second cutting deck	<u>£ 2,500.00</u>

Signed

Dated 2<sup>nd</sup> December 2009

Total £24,375.00

After setting the budget last year the Parish Council received a contribution for maintenance for the second phase of Sports Pitches and Bowling Green which can be vired to the Plant and Equipment budget:

Sports Pitches	£18,400.56
Bowling Green	<u>£ 6,307.52</u>
	£24,708.08

There is currently £ 3,577.93 left in the budget.

Total available £28,286.01

It is

**Recommended** that the Parish Council agree to vire the money to the Plant and Equipment budget and purchase the equipment to allow the Parish Council to meet the expectations of the residents.

Signed

Dated 2<sup>nd</sup> December 2009  
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