



## CAMBOURNE PARISH COUNCIL

District of South Cambridgeshire

The Annual Meeting of the Council was held at The Hub Community Centre, Cambourne on Tuesday 15th May 2018. Meeting commenced at 7:04pm.

**Present:**

Cllr J O'Dwyer (Chairman)	Cllr D Jones
Cllr Mrs R Poulton (Vice Chairman)	Cllr S Krintas
Cllr Aftab Ahmed	Cllr K McIntyre
Cllr N Akhter	Cllr P Mills
Cllr D Beck	Cllr J Patel
Cllr A Fisher	Cllr A Rana
Cllr P Gavigan	Cllr D Sharma
Cllr Dr P Hedges	Cllr G Thompson
Cllr T Hudson	

In attendance: John Vickery, Parish Clerk  
Heather Nigbur-Day, 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 J O'Dwyer, this was seconded by Cllr S Krintas. There being no other nominations.

It was:

**RESOLVED** that Cllr J O'Dwyer was unanimously 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 welcomed the new Councillors on behalf of the Parish Council
- Community Clean Up Day being held on the 19<sup>th</sup> May 2018, please come and get involved where possible.
- Training has been arranged for all Councillors on 22<sup>nd</sup> May 2018 at 7.15pm, it is important that you attend.

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

Cllr J Patel proposed Cllr Mrs R Poulton this was seconded by Cllr J O'Dwyer. There being no other nominations, she was duly elected as Cambourne Parish Council Vice-Chairman for the ensuing municipal year and signed the Declaration of Acceptance of Office.

### 4. **APOLOGIES FOR ABSENCE**

Signed

Date 5<sup>th</sup> June 2018  
1-13

Apologies for absence were received from Cllr E Spanner and Cllr S Bhattacharya. Acceptable reasons for absence had been given.

It was:

**RESOLVED** that the apologies for absence from Cllr E Spanner and Cllr S Bhattacharya be received and approved.

## 5. **MINUTES OF THE LAST MEETING**

It was:

**RESOLVED** that the Minutes of the meeting held on Tuesday 3<sup>rd</sup> April 2018 (M178) was 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.

No declarations were made.

## 7. **POLICE MATTERS**

Annual Police report was circulated. (Report Attached)

It was discussed that due to the lack of correspondence from the Police and the lack of visibility and police presence within Cambourne, representatives from the Council would attend the Police Surgery at Cambourne Police Station on Wednesday 11<sup>th</sup> July 2018 between 9am and 11am. Cllr Poulton, Cllr O'Dwyer and Cllr Hedges would attend. It was also discussed that a letter be structured around the Council's concerns raised by Councillors and addressed to the Area Commander.

The new police structure was tabled and it was discussed that it would be beneficial for Cambourne to have a Police front desk here as the largest settlement in the district.

It was:

**RESOLVED** that the reports be received and the necessary actions be taken.

## 8. **CLERKS UPDATE**

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

It was:

**RESOLVED** that the report be received.

## 9. **PARISH PLAN UPDATE**

The Parish Plan has been updated with the progress of items within. The updated document will be put on the Website. The Chairman requested that the new Councillors review the updated Plan and asked that they express interest in areas that they would like to work on and to inform the Parish Clerk.

Cllr Hedges would bring a report to the next Council meeting regarding communication policy and the progress made to date.

It was:

Signed

Date 5<sup>th</sup> June 2018  
2-13

**RESOLVED** that the Parish Plan be received and the necessary actions taken.

**10. HEALTHCARE IN CAMBOURNE**

The Parish Clerk gave a verbal report. There will be a Health Care Meeting on 13<sup>th</sup> June at 1.30pm – 3.30pm with the following people, to discuss Health Care in Cambourne:

Lesley McFarlane – SCDC Development Officer – Health Support

Ed Durant – SCDC Planning Officer

Anita Howard – Cambridgeshire County Council

Practice Manager - Monkfield Medical Practice

No response currently from Bourne Medical Practice

Kate Calvert – Head of Primary Care Strategy and Delivery Cambs and Peterborough CCG.

Dawn Jones – Head of Primary Care Commissioning Cambs and Peterborough CCG

Diane Siddle – Contracts Manager NHS England.

The CPC Health Working Party.

It was:

**RESOLVED** that the report be received.

**11. APPOINTMENT OF STANDING COMMITTEES**

**11.1 Planning Committee** (Chairman and Vice Chairman of the Council plus 7 members).

- See attached schedule of Committee Membership for 2018 - 2019

**11.2 Planning Committee Election of Chairman for the ensuing year: -**

- Cllr P Hedges proposed Cllr P Gavigan to be Chairman. This was seconded by Cllr J O'Dwyer. There being no other nominations.

It was:

**RESOLVED** that Cllr P Gavigan would be Chairman of the Planning Committee for the year 2018-2019.

**The following Items 11.3 – 11.6 were deferred until after Item 15.4 due to altering the Terms of Reference for the number of Committee members for the Leisure & Amenities Committee from 9 to 11.**

**12. APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES**

**Cambourne Youth Partnership**

The current representative is Cllr J Patel. Cllr Dr S Bhattacharya expressed an interest in joining the Cambourne Youth Partnership.

It was:

**Resolved** that Cllr J Patel and Cllr Dr S Bhattacharya would be representatives on the CYP.

**Health Working Party**

The following Councillors expressed interest in being part of the Health Working Party; Cllr J O'Dwyer, Cllr P Gavigan and Cllr P Hedges.

It was:

Signed

Date 5<sup>th</sup> June 2018  
3-13

**Resolved** that the CPC Health Working Party Representatives be Cllr J O'Dwyer, Cllr P Gavigan and Cllr P Hedges, who would attend Item 10 above. (See attached schedule of Committee Membership for 2018 - 2019)

### 13. COUNTY & DISTRICT COUNCIL MATTERS

Apologies for absence had been received from County Cllr Ruth Betson.

#### County Council Matters

- The County Council have taken a stance on committing to reducing the amount of plastic it uses.
- Agreed to selling Shire Hall and moving the County Council to Alconbury, rather than NorthStowe.

#### County Councillor Howell left the meeting at 7.52pm

#### District Council Matters

Cllr Betson gave her apologies but supplied the following short report;

- It's the start of a new 4 year term, so new councillors had their induction last Thursday & the new administration is finding its feet. No committee membership have been decided yet. Our first full Council meeting is 23rd May.
- I will be doing my best to attend the next LLF meeting on 11th June.

Apologies were also received from Cllr S Bhattacharya.

District Councillor Clayton gave a short introduction about himself and how he hopes to bridge the gap between the Parish Council, District Council and County Council. He invited Parish Councillors to contact him to raise any subsequent issues.

It was:

**RESOLVED** that County Council report and District Council report be received.

#### Cllr D Sharma joined the meeting at 8pm.

### 14. GENERAL POWER OF COMPETENCE

The Government as part of the Localism Act 2011 has introduced a new 'General Power of Competence'. This new power was implemented at the end of March 2012.

In order to use the power, councils will need to demonstrate that they have:

- a) An electoral mandate (two thirds of the council must be elected). [The Parish council has 19 of the 19 Councillors elected which is 100%.](#)
- b) A qualified clerk. [The Parish Clerk has obtained the Certificate in Local Council Administration \(CiLCA\).](#)
- c) The Clerk to the parish council has completed the relevant training; unless such training was required for the purpose of obtaining a qualification as in paragraph b) [The Parish Clerk attended the necessary training on and has updated his CiLCA qualification by submitting a new](#)

section 7. The original section 7 covered the Power of wellbeing.

## The General Power of Competence

Extract from A plain English guide to the Localism Act

### “General power of competence

Local authorities’ powers and responsibilities are defined by legislation. In simple terms, they can only do what the law says they can. Sometimes councils are wary of doing something new - even if they think it might be a good idea - because they are not sure whether they are allowed to in law and are concerned about the possibility of being challenged in the courts.

The Government has turned this assumption upside down. Instead of being able to act only where the law says they can, local authorities will be freed to do anything - provided they do not break other laws.

The Localism Act includes a ‘general power of competence’. It gives local authorities the legal capacity to do anything that an individual can do that is not specifically prohibited; they will not, for example, be able to impose new taxes, as an individual has no power to tax.

The new, general power gives councils more freedom to work together with others in new ways to drive down costs. It gives them increased confidence to do creative, innovative things to meet local people’s needs. Councils have asked for this power because it will help them get on with the job. The general power of competence does not remove any duties from local authorities - just like individuals they will continue to need to comply with duties placed on them. The Act does, however, give the Secretary of State the power to remove unnecessary restrictions and limitations where there is a good case to do so, subject to safeguards designed to protect vital services. Similar powers have been given to Fire and Rescue Authorities, Integrated Transport Authorities, Passenger Transport Executives, Combined Authorities and Economic Prosperity Boards.”

By exercising the General Power of Competence, the Parish Council will be able to continue to be creative in the way the Council supports the community and works to keep the costs down.

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 Annual Council Meeting in an election year as long as the Parish Council continues to meet the criteria.

## 15. REVIEW OF POLICIES

### Review of Policies

The Parish Council has a number of policies which are regularly reviewed many are produced by National Association of Local Councils (NALC) and Society of Local Council Clerks (SLCC) jointly and independently these have been drafted to meet the legislation covering Local Government. The primary four are:

- **Standing Orders** – NALC issued a new updated Model in April 2018 these have been updated to taking into account the last edition. See below for main changes.

- **Financial Regulations** – These were updated at the 3<sup>rd</sup> April 2018 Full Council meeting, and no further amendments are required.
- **Terms of Reference and Delegated Powers** – These were updated at the 3<sup>rd</sup> April 2018 full Council meeting ready, the only change made was to reflect the increase in the total number of Councillors from 13 to 19.  
It has since been proposed to consider increasing the L&A committee's membership from 9 to 11 Councillors.
- **General Data Protection Regulations (GDPR)** – This is a new regulation coming into effect on the 25<sup>th</sup> May 2018 attached is a toolkit we are using to ensure the appropriate policy's and documentation are in place. The toolkit is based on a template provided by NALC with consideration given to material provided by SLCC and our training provider. The remaining documents will be produced over before the end of July 2018.

### **Standing Orders Key Changes**

- **3 Meetings Generally:** new sections l and m on Public Attendance at meetings and recording added to reflect changes in legislation.
- **5 Ordinary Council Meetings:** updated to reflect changes in legislation.
- **11 Management of Information:** revised to reflect changes in legislation.
- **18 Financial Control and Procurement:** updated to reflect changes in legislation.
- **20 Responsibilities to Provide Information:** replaces previous section with new text to reflect changes in legislation.
- **21 Responsibilities Under Data Protection Legislation:** New section to reflect changes in legislation.

### **15.1 Standing Orders**

It was:

**RESOLVED** that the revised Standing Orders be approved.

### **15.2 Financial Regulations**

It was:

**RESOLVED** that the Financial Regulations be re-adopted as there were no changes required.

### **15.3 Terms of Reference & Delegated Powers**

It was:

**RESOLVED** that Terms of Reference and Delegated Powers be re-adopted with an increase from 9 to 11 Councillors for the L&A Committee.

### **15.4 GDPR Tool Kit**

It was:

**RESOLVED** That the General Data Protection Toolkit be adopted with the policy's and template documents contained within it.

**11.3 Leisure & Amenities Committee** (Chairman and Vice Chairman of the Council plus 9 members).

- See attached schedule of Committee Membership for 2018 – 2019

**11.4 Election of Chairman for the ensuing year**

- Cllr J O'Dwyer proposed Cllr G Thompson to be Chairman. This was seconded by Cllr R Poulton. There being no other nominations.

It was:

**RESOLVED** that Cllr G Thompson would be Chairman of the Leisure & Amenities Committee for the year 2018 – 2019.

**11.5 Finance & Policy Committee** (Chairman and Vice Chairman of the Council, Chairman of the Planning and & Leisure & Amenities plus 5 other members).

- See attached schedule of Committee Membership for 2018 – 2019

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

- Cllr J Patel proposed Cllr J O'Dwyer to be Chairman. This was seconded by Cllr R Poulton.

It was:

**RESOLVED** that in line with the Terms of Reference and Delegated Powers, Cllr J O'Dwyer be Chairman of the Finance and Policy Committee for the year 2018 – 2019.

**Authorised Signatories:** It was proposed that there be no change to the current signatories.

- See attached schedule of Committee Membership for 2018 – 2019.

It was

**RESOLVED** that the current signatories stay the same for 2018 – 2019 and Cllr P Hedges continue as Independent Councillor.

## **16. CALENDAR OF MEETINGS**

An updated Calendar of Meetings including the Councillor training dates was presented.

It was:

**RESOLVED** that Calendar of Meetings be approved and updated dates be put on the website.

## **17. PEDESTRIAN CROSSINGS**

The Parish Clerk gave a verbal report. Work is due to start in the Summer holidays, as this was the best time to avoid disrupting school children crossing the road in term times.

It was:

Signed

Date 5<sup>th</sup> June 2018  
7-13

**RESOLVED** that the report be received.

**18. TRAFFIC MATTERS & ROAD SAFETY**

The Parish Clerk presented a verbal report.

It was discussed that progress is being made to get the Bollards installed on the Broad Street / School Lane junction.

It was also raised that a resident had raised concerns on the number of commercial vehicles being parked in residential streets, causing issues with parking, safety and contravening the Covenant, which each home owner has signed at the time of buying there house.

**The meeting was adjourned at 8.30pm to allow a member of public to voice there concerns on this issue.**

The resident voiced her concerns.

**The meeting was restarted at 8.34pm**

It was discussed that an open letter be formatted to the Cambourne Crier reminding people about parking and the covenant and passing details of any anti - social parking to the Police and our local neighbourhood team and PcsO.

It was:

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

**19. CORRESPONDENCE**

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

**Email** – Michelle Dowse – Vice Principal - Cambridge Regional College

It was:

**RESOLVED** that the email be received.

**Email** – Matthew - Cambourne Resident - Dig Deep.

It was discussed that unfortunately the Parish Council would not be able to make a donation but they wish Matthew the greatest success.

It was:

**RESOLVED** that the email be received and a letter sent to Matthew to update him with the Councils decision.

**Email** – Jon – UK Physio Clinics - Banner placement

It was:

**RESOLVED** that the email be received and a letter sent to advise that advertising through the Cambourne Crier would be more appropriate.

**Email** – Stefan – The Cambridge Fish Bar Ltd - Enquiry to use facilities

It was:

**RESOLVED** that the email be received and defer to the next L&A meeting and to gather more information from Stefan.



**20. COMMITTEE REPORTS**

Reports were received on the following: -

**20.1 Planning Committee** held on 4<sup>th</sup> April 2017 (PLN M263), 18<sup>th</sup> April 2017 (PLN M264)

It was:

**RESOLVED** that the reports be received.

**20.2 Leisure & Amenities Committee** held on 18<sup>th</sup> April 2017 (LA M70).

It was:

**RESOLVED** that the report be received.

**20.3 Festival Working Party** held on 13<sup>th</sup> March 2017 (FWP M23) and 10<sup>th</sup> April 2017 (FWP M24)

It was:

**RESOLVED** that the report be received.

**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**

**22.1 Staffing**

The Parish Clerk presented a report on current staffing matters.

It was:

**RESOLVED** that the report be received and the recommended actions taken. This was agreed by majority decision.

**23. 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.

**24. DATE OF NEXT MEETING – 5<sup>th</sup> June 2018**

The meeting closed at 8.49pm.

Item 7

Signed

Date 5<sup>th</sup> June 2018  
9-13

## Cambourne Annual Parish Police Report April 2017-2018

Please see below year on year has a slight drop in crimes being recorded by police 2016-2017 total 541, 2017-2018 total 531. Police attended less low level crime but more Violence related incidents keeping the Public safe and from harm. These are in order of highest to low recorded.

Common assault and battery - 125 incidents with 6 recorded assaults to Police Officers.  
Harassment – 49 recorded incidents including causing fear / alarm and distress.  
Theft from shops/stalls – 48 recorded incidents.  
Criminal Damage to a Dwelling – 34 recorded incidents.  
Theft of pedal cycle - 30 recorded incidents.  
Malicious communications - 26 recorded incidents.  
Fear of Violence – 25 recorded incidents.  
Theft from Person – 24 recorded incidents.  
Theft from a Motor Vehicle – 21 recorded incidents.  
Criminal damage to a Vehicle – 20 recorded incidents.  
Bilking – Theft of fuel 13 recorded incidents.  
Possession of controlled drugs – 12 recorded incidents several resulted in arrest's others dealt with by means of Police Caution.  
Possession of Offensive weapon/s – 11 recorded incidents.  
Residential Burglary – 10 recorded incidents and crimes investigated.  
Fraud – 9 recorded incidents Police liaised with trading standards for further work investigation.  
Theft from a Motor Vehicle – 6 recorded incidents.  
Arson – 5 recorded incidents.  
Breach of restraining order – 4 recorded.  
Gross bodily harm – 4 recorded.  
Business burglary – 3 recorded.  
Residential Shed Burglary – 3 recorded.  
Dangerous driving – 2 recorded.  
Dangerous dog – 2 recorded.  
Cruelty to / neglect of children – 2 recorded liaise with social services for investigation's.  
Distraction Burglary – 1 recorded.  
Murder – 1 recorded incident lots of media involvement case ongoing.

Cambridgeshire Police has undergone a Local Policing Review whereby staff and Officers will be changing stations. The general public will see some of the 50 the new recruits out and about this year, with another two intakes planned later in the year, these will also increase the Police by another 100 Officers. Ongoing reviews will be undertaken to ensure that the Police carry on keeping the Public safe and from harm.

The next Local Police surgery will be held at Morrison's Store on Saturday 9<sup>th</sup> June where your local officer PCSO John Coppard will be available between 2-4pm in the foyer entrance. Please come along and have a chat and obtain some crime prevention advice to suit your personal requirements.

### **Item 8**

## CAMBOURNE PARISH COUNCIL

District of South Cambridgeshire

Signed

Date 5<sup>th</sup> June 2018  
10-13

Council Meeting 15<sup>th</sup> May 2018

**Clerks Report**

Clerks report since 3<sup>rd</sup> April 2018

1. 10k race and Fun Run this was a very successful event with £14,000 being raised for charity the largest donation went to Arthur Rank Charity and the balance was shared between, Cambridge and Coleridge trust (they Cover South Cambs), Wildlife Trust, Army Cadets, Vine School volunteers and Police Cadets.
2. Follow up meeting with Cricket Club and the Community Development Officer regarding the next season and the club's development.
3. Discussions with District Council Officers and the Community Development Officer to finalise the Community Action Day and other elements regarding the Cleaner Community Scheme. The Community Action Day is on the 19<sup>th</sup> May 2018.
4. Meeting and discussions of the Fete Working Party to progress the plans.
5. Meetings with the site team and Brian McGee regarding fire damage to the Gym equipment.
6. Discussions David Alexander, Mark Miller and Alison Hopkins regarding works to the Blue School and transfer off it to the Parish Council.
7. Meeting with Claire Coates regarding the plans for expansion of Cambourne Village College as reported to the Annual Parish Meeting.
8. Helping to supervise at the Food Market with the Community Development Officer.
9. Handover meeting with Linda Henderson and her successor Sally Stephenson.
10. Attendance at Cambourne Parish Council to meet judges for the Pearson Teaching Awards as Cambourne Village College has been nominated for the short list is:  
**The Award for School of the Year – 'Making a difference' supported by Future First**  
Benjamin Adlard Primary School, Gainsborough, Lincolnshire  
Cambourne Village College, Cambridge, Cambridgeshire  
Dixons Trinity Academy, Bradford, West Yorkshire  
Fullhurst Community College, Leicester, Leicestershire  
Ormiston South Parade Academy, Grimsby, Lincolnshire  
Jo Richardson Community School, Dagenham, Essex
11. Monitoring Owls bikes (Papworth Trust) with the Community Development Officer regarding a pop-up bicycle repair stall at The Hub which started on 14<sup>th</sup> May 2018. This was successful with a number of bikes repaired or serviced.
12. Meeting with Ed Durant SCDC, Lindsay Cordell (Randall Thorpe) and Bourn representatives regarding concerns over Bourn Brook and the outfall of surface water from Cambourne and responsibility for maintenance now and in the future.

Signed

Date 5<sup>th</sup> June 2018

11-13

13.

Meeting with Liza Logan Head Groundsman and the Community Development Officer to discuss progress on the Sports Festival and use of the pitches.

## Item



### CAMBOURNE PARISH COUNCIL

District of South Cambridgeshire

#### MEMBERSHIP OF COMMITTEES – 2018-2019

##### **Planning Committee (9)**

(inc. Ch and V-Ch as ex-officio)

##### Cllrs

- 1 Patrick Gavigan
- 2 Joe O'Dwyer
- 3 Ruth Poulton
- 4 Peter Hedges
- 5 Paul Mills
- 6 Kevin McIntyre
- 7 Tom Hudson
- 8
- 9

##### **Leisure and Amenities Ctte 11)**

(inc. Ch and V-Ch as ex-officio)

##### Cllrs

- 1 Greg Thompson
- 2 Joe O'Dwyer
- 3 Ruth Poulton
- 4 Asad Rana
- 5 Nishat Akhter
- 6 Aftab Ahmed
- 7 Shrobona Bhattacharya
- 8 Andy Fisher
- 9 Daniel Beck
- 10 Jeyur Patel
- 11 David Jones

##### **Finance and Policy Committee (9)**

Chairman

Vice Chairman

Chairman Planning

Chairman Leisure and Amenities

##### Cllrs

- Joe O'Dwyer  
Ruth Poulton  
Patrick Gavigan  
Greg Thompson
- 1 Evelyne Spanner
  - 2 Simon Krintas
  - 3 Jayur Patel
  - 4 Paul Mills
  - 5

##### **Authorised Signatories**

##### Cllrs

- 1 Joe O'Dwyer
- 2 Ruth Poulton
- 3 Kevin McIntyre

Signed

Date 5<sup>th</sup> June 2018  
12-13

4 Greg Thompson

<b>CYP Representatives</b>		Cllrs
	1	Jeyur Patel
	2	Shrobona Bhattacharya

  

<b>Health Working Party</b>		Cllrs
	1	Joe O'Dwyer
	2	Patrick Gavigan
	3	Peter Hedges