

Minutes of the Meeting of Comberbach Parish Council held on Tuesday 2nd July 2019 at Comberbach Memorial Hall

Present

Mr J Ryder (Chairman in the Chair)
Mr J Bradley
Mrs R Bradley
Mr R Holt
Mrs J Johnston

Mr S Penwill (RFO)
CWAC Councillor P Marshall

The Meeting started at 7.15pm.

1. Public Open Forum

Two Members of the Public were present.

2. Apologies for absence were received and approved from Mr S Hornby (family reasons); the Parish Clerk Ms DJ French (family reasons) and CWAC Councillor L Gibbon.

3. To receive Members' Declarations of Interest – none

4. Minutes of the Parish Council meeting held on 14th May 2019

(19/44) RESOLVED that the minutes of the meeting held on 14th May 2019 be approved as a correct record.

5. Planning

Members agreed to bring this item forward as 2 local residents were interested in Application 19/01511/FUL.

5.1 Planning decisions were listed in Appendix 3.

The Parish Council discussed Application 19/01511/FUL – change of use from agricultural barn to 3No holiday let at Ivy Lodge Farm. This had not yet been determined by CWAC. It was noted that lack of planning resource at CWAC was delaying application decisions. Members raised concern that the CWAC planning decision process appeared to be inefficient and inconsistent. CWAC Cllr Marshall offered to check the status of the Comberbach applications currently going through the planning process. Local residents were advised that CWAC Cllr Wright may be able to assist on planning matters.

5.2 There were no enforcement matters.

(19/45) RESOLVED: That

(a) the planning update be noted; and

(b) the Clerk be requested to contact CWAC to check on progress with application 19/01511/FUL.

6. Progress Reports and Updates

6.1 The Clerk had now received a response to her letter to the Chief Executive of CWAC regarding the condition of roads through Comberbach; the letter had been circulated to all Members. Councillors discussed the letter which they felt did not properly address the concerns. In particular, Members queried who had carried out the independent audit and what was the evidence of whole life costs? Members were also concerned that they had not been advised that CWAC had amended the original decision.

6.2 The Council discussed Operation London Bridge (action to be taken in the event of the death of the monarch or a senior member of the Royal Family). The Methodist Chapel had agreed to open the Chapel to enable local residents to sign a book of condolence with assistance from scouts and brownies to open in the evenings, and to work to the guidelines.

6.3 The Clerk had written to CWAC regarding a request for additional litter bins. CWAC Cllr Marshall advised that CWAC were looking at 'smart' bins which would indicate when they were full.

6.4 The Chairman updated on the village gateway signage project. CWAC had commented on the design and would not approve the wording that related to the "fastest horse". Members discussed an amended design

(19/46) RESOLVED: That

(a) The Clerk and Councillor Johnston to compose a letter to send to the Chief Executive of CWAC in response to his letter about highways matters outlining the points raised at the meeting and noted above;

(b) the role of the Chapel on the occasion of the death of a senior Member of the Royal Family be noted and the Council will provide any support as requested;

(c) the Clerk to contact CWAC requesting additional litter bins to be of similar design to current provision subject to advice from CWAC on a better alternative. The Clerk to also seek information on the schedule of bin emptying and request more frequent emptying takes place than currently occurs; and

(d) The Chairman will discuss with the local graphic designer the production of an amended design for village signage with a maximum budget of £250.

7. Cheshire West and Chester Councillors' reports

CWAC Councillor P Marshall advised that Antrobus Parish Council had made representations regarding Warrington developments in relation to the impact of HGV

movements during construction. Members queried whether there would be any impact in Comberbach.

8. Annual Audit 2018/19

8.1 Internal Audit – the RFO updated that the Internal Audit had been approved with an action plan as presented. There were no immediate actions required, though the Risk Assessment would need to be updated and approved during the current Financial Year. Other actions were for the RFO to action ready for year end 2019/20.

8.2 External Audit –the period for the exercise of public rights to query the accounts was set from 24th June to 2nd August 2019 inclusive. The Annual Return has been submitted to the External Auditors and the audit was due to be completed after that period ended. The RFO advised that the website was currently down but the notice had been published on the Notice Boards.

(19/47) RESOLVED: that

- (a) the RFO be thanked for his work with achieving a successful audit; and
- (b) the RFO contact one of the website administrators for help with loading items onto the website.

9. Communication with residents

(a) At the Annual Parish Meeting local residents had raised ways in which the Council could communicate with residents or receive suggestions from residents. Matters raised had included:

- Providing suggestion boxes in the village;
- Encouraging residents to comment on matters relevant to the village via social media; and
- Arranging an open meeting including date, time and venue.

(b) Members discussed providing additional or replacement noticeboards noting that some noticeboards were in a poor condition.

(19/48) RESOLVED: That

- (a) one lockable suggestion box be purchased by the Council to be located in the Heritage Phone Box with Councillors responsible for checking and reporting on suggestions made on a rota basis. The suggestion forms will include a space for the resident's name and contact details;
- (b) an Open Meeting be arranged in September to coincide with the availability of the PCSO; and
- (c) The Chairman to contact a local resident to ask him to review the condition of the noticeboard located at the School. The Parish Council to review whether to replace

other noticeboards and which boards should be used for Council business at a future meeting with Finance Committee to consider budget adjustment if necessary.

10. Committee Membership

(19/49) RESOLVED: That Councillor R Holt be appointed onto Planning Committee.

11. Recreation Area

11.1. Recreation Area Update – the Chairman updated that compliments had been received regarding the new Wet Pour surface. The picnic tables were beginning to show signs of wear.

11.2. Pencil feature – the Chairman and Councillor Johnston had attended Comberbach Fete to promote the opportunity to sponsor new feature pencils; they had signed up 25 more sponsors all who had paid. Councillor Hornby was the new Primary School representative and would contact the new headmistress to introduce himself and discuss the pencil attachment in a school newsletter. The opportunity to sponsor a pencil would also be promoted in the Village Newsletter.

11.3 Keep Britain Tidy was having a “Love Parks Week” from 12th – 21st July and Members considered whether to take part.

(19/50) RESOLVED: That:

- (a) the update on the Recreation Area be noted;
- (b) the Clerk contact Moulton Parish Council Clerk to ascertain from where their new picnic/activity tables were sourced; and
- (c) the Chairman will check whether Marbury Park was participating in the “Love Parks Week” and if the Parish Council could join in, otherwise no further action would be taken.

12. Highways

None

13. Accounts and Financial Matters

13.1 The Parish Council accounts to 31st May were submitted at Appendix 1.

13.2 The list of payments was in Appendix 2;

13.3 A letter had been sent from Minerva Arts offering support for a village based Arts project and seeking Parish Council contributions.

(19/51) RESOLVED: That

- (a) the accounts in Appendix 1 with a balance of £43,357.82 and £42,671.97 in reserves be noted;
- (b) the payments in Appendix 2 be approved;
- (c) the Clerk contact local organisations and individuals including the Fete Committee; the Soul Cakers; local graphic designer and family historian to ask whether they have any projects that might be suitable to include, with confirmation that the Parish Council would be prepared to assist with any funding requirement. The Clerk to advise Minerva Arts that this offer has been passed onto village associations and the Council is willing to support a project.

14. Representative Reports

- (i) Parishioner issues from the open forum or from contacting the clerk – items were listed in the correspondence or covered at the meeting.
- (ii) Newsletter Group – none
- (iii) Bowling Club – discussions had been held with the Memorial Hall and Chapel regarding Remembrance; the Memorial Hall would host the commemoration this year but not next year.
- (iv) Fete Committee – the fete on 29th June had been very successful. CWAC had submitted a charge for the costs of the road closure process. The Council agreed to pay the charge noting that a contribution would be made by the Fete Committee. Members agreed to consider having a higher Parish Council profile at next year's fete to encourage interest in Council activities and Councillor roles.
- (v) School - none

(19/52) RESOLVED: that the updates be received.**15. Correspondence**

The list of correspondence was received.

(19/53) RESOLVED: That the correspondence be noted.**Part 2**

None

The Meeting closed at 8.47pm

The next meeting of the Parish Council will be held on Tuesday 3rd September 2019.

Appendix 1 Accounts for 31st May 2019 were approved

Current account	£ 43,357.82	Reserves	£ 42,671.97
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Bank Reconciliation:**Unpresented Cheques**

Cheque No	Payee	Details	TOTAL COST
22567	Chesh Comm Dev Trust	Payroll admin	£312.00
22569	Jacksons Marquee Hire	Fete deposit	£424.80
22570	HMRC	Tax	£244.20
22572	SLCC	Subs	£63.00
22578	CHALC	Subs	£284.40
22579	MCFS	Subs	£8.00
22580	Chesh Comm Action	BKV entry	£45.00
22581	Chesh Comm Action	Subs	£20.00
22584	Starboard System (Scribe)	Software license	£231.30
22585	Bounceback	Resurfacing	£26,409.60
Total			£28,042.30

Appendix 2 Payments**Pre-Authorised Payments since last meeting date**

Cheque No	Payee	Details	TOTAL COST	POWER
22581	Shane Ross	Grounds maintenance	£600.00	LGA 1972 s 111
22582	Cheshire Community Action	Subscription	£20.00	LGA 1972 s 111
22583	Zurich Municipal	Insurance premium	£729.94	LGA 1972 s 111
22584	Starboard Systems Ltd (Scribe)	Software license	£231.30	LGA 1972 s 111
22585	Bounceback Safety Surfaces Ltd	Resurface wet pour	£26,409.60	LGA 1972 s 111
22586	Rankin Graphics Ltd	Printing	£182.00	LGA 1972 s 111

Items for payment

Cheque No	Payee	Details	TOTAL COST	POWER
22587	Hotribs	Software license	£7.99	LGA 1972 s 111
22588	Jacksons Marquee Hire Ltd	Marquee hire	£1,274.40	LGA 1972 s 111
22589	JDH Business Services Ltd	audit fee	£173.40	LGA 1972 s 111
22590	Chesh Assn of Local Councils	Training course	£40.00	LGA 1972 s 111
22591	J Ryder	Trophy for fete	£22.85	LGA 1972 s 137

Receipts since last meeting: 01/04/2019 to 30/05/2019

Payee	Details	TOTAL AMOUNT
HMRC	VAT refund	£154.07
HMRC	VAT refund	£1,228.63
Supercruise Computers	CVN Advertising 19/20	£60.00
Village Gardeners	CVN advertising 18/19	£10.00
Village Gardeners	CVN Advertising 19/20	£60.00
Cheshire West & Chester	Precept	£21,895.00
Nigel Moores Plumbing	CVN Advertising 19/20	£60.00
M C Chauffeur Services	CVN Advertising 19/20	£60.00
John Eaton - Handyman	CVN Advertising 19/20	£60.00
Antrobus New Look	CVN Advertising 19/20	£60.00
K Hodgkinson Builder	CVN Advertising 19/20	£60.00
Percys Autos	CVN Advertising 19/20	£60.00
Total Receipts		£23,767.70

Appendix 3 Recent planning decisions by CW&C

Planning application	Decision by CWAC
18/04275/OUT - land adjacent 18 Senna Lane, construction of detached dwelling	Refused
19/00663/FUL - demolition of existing garage and erection of single storey side extension, 2 Holly Bank Cottages	Approved
19/01037/TPO - removal of alder tree, 8 Foxlea	Pending
19/01029/FUL - single storey side extension with links to garage, 19 Goosebrook Close	Pending
19/01511/FUL - Change of use from agricultural barn to 3No holiday let, Ivy Lodge Farm	Pending
19/01670/FUL - removal of existing tile hung cladding and replacement with render - 8 Barrymore Crescent	Approved
19/01720/FUL - Internal alterations and first floor extension, 1 Hough Lane Cottages	Pending
19/01660/FUL - Removal of existing tile hung cladding and replacement with render, 6 Barrymore Crescent	Approved
19/01832/FUL - Single storey side and rear extension and creation of first floor, 31 Senna Lane	Pending
19/02204/FUL - Erection of greenhouse/summer room and garden shed (Retrospective), Comberbach Hall Cottage	Pending