

COMBERBACH PARISH COUNCIL

TUESDAY 4th MAY 2021

Dear Councillor

You are summoned to attend the Annual Meeting of Comberbach Parish Council to be held on Tuesday 4th May 2021 at 7:15 pm via Zoom.

Join Zoom Meeting:

Meeting ID: 829 7396 8180

Passcode: 430943



Denise French

Clerk to Comberbach Parish Council

Open Forum

There will be a period of 15 minutes before the meeting starts for members of the public to raise any issue that relates to Comberbach

AGENDA

1. Appointment of Chairman

To appoint a Chairman for the ensuing year.

2. Apologies for Absence

To receive apologies for unavoidable absence

3. Appointment of Vice Chairman

To appoint a Vice Chairman for the ensuing year

4. To receive Members' Declarations of Interest on any matters on the agenda

5. To approve the minutes of the meeting of the Parish Council held on 9th March 2021

6. Progress reports and updates

6.1 Pump Track – to consider and approve:

Denise French, Parish Clerk
07759 212449
parishclerk@comberbach.com

(a) Clark and Kent were confirmed as the supplier following consideration of quotes on 9th March 2021

(b) the total price of £19285 plus VAT

(c) to agree from which budget to transfer the additional funding – budget amount is £17000

(d) to approve an additional sum of £350 to cover the extra insurance premium

(e) to agree the inspection schedule for the Pump Track

(f) to approve the amended Risk Assessment

(g) to approve a budget for signage at the Pump Track of maximum £400 based on anticipated costs as follows – galvanised posts £100, sign production £120 and artwork £100

7. Cheshire West and Chester (CWAC) Councillors' reports

To consider updates from CWAC Councillors.

8. Finance Committee

To receive the minutes of the meeting of the Finance Committee held on 20th April 2021

9. Annual Audit

9.1 To approve the Annual Return (Annual Governance Statement and Accounting Statements 2020/21) for the year ended 31st March 2021

9.2 To approve costs for transporting the Audit file to the Internal Auditor and safe return of the file, up to £20

10. Governance Items

To consider the report of the Parish Clerk on membership and appointments and to review and approve the following documents:

(a) Standing Orders

(b) Financial Regulations

(c) Internal controls

(d) Data Protection Policy

(e) Complaints Policy

(f) Grant Policy

(g) Publication Scheme

(h) Code of Conduct

11. To review Insurance cover for the year ahead

12.0 Planning

12.1. To note in appendix 3 any decisions by CW&C and consider or note decisions advised by the planning working group.

12.2. To consider any new Enforcement matters.

13. Recreation Area

13.1. To consider the regular update from the Chairman

13.2 To consider a verbal update on the annual RoSPA Inspection held in April 2021

13.3 To approve a budget of £80 plus VAT for wood to replace the decking on the zip line as identified by the RoSPA Inspector

13.4 To approve the award of a contract to Clark and Kent to resurface the pathway at a cost of £2300 plus VAT

13.5 To approve a budget of £70 plus VAT for fascia boards to replace the boarding at the Storage Unit.

14 Highways

14.1 Fingerpost signs – to approve a budget of £50 for the purchase of painting materials and wire brushes etc for painting the 4 fingerpost signs

14.2 Lamp post Poppies – to consider whether the Council wishes to purchase lamp post poppies for the Royal British Legion Centenary on 15th May and/or for the annual Poppy Appeal at a cost of £5 per unit

15. Accounts and Financial Matters

15.1 To note the accounts for 30th March 2021 in Appendix 1

15.2 To approve the payments list in Appendix 2.

15.3 Grant application – to consider the application for grant funding from Comberbach Memorial Hall

15.4 Subscriptions

To approve the list of subscriptions:

- (a) Cheshire Association of Local Councils
- (b) Society of Local Council Clerks
- (c) Campaign to Protect Rural England
- (d) Mid Cheshire Footpath Society
- (e) Cheshire Community Action

16. Tree Planting

To consider a proposal from Councillor McDermott regarding tree planting

17. Community Resilience Plan

To consider an offer from the Joint Cheshire Emergency Planning Team to assist with developing a Community Resilience Plan

18. Correspondence

To consider the correspondence schedule along with a verbal update on any correspondence received since the agenda was published

Part 2 – EXCLUSION OF THE PUBLIC AND PRESS

To resolve under the Public Bodies (Admission to Meetings) Act to exclude the press and public due to the confidential nature of the business to be discussed

19. Parish Council Award

To consider the recipient of the Parish Council Award 2021

Date of next meeting

The next meeting of Comberbach Parish Council will be Tuesday 13th July 2021 at 7.15pm.

Appendix 1 Accounts for 30th March 2021

Current account	£7,218.89	Reserve £36,739.67
Cash book	£5,936.59	Reconciliation: £1,282.30, 5 cheques

Appendix 2 Payments

This is the first time approved payments will be paid online, hence there are no cheque numbers. The RFO will email the payment schedule approved at the meeting to signatory Councillors, who will aim to confirm authorisation of the payments schedule within two working days of receipt of the email. Copies of any supporting invoices will be made available on request prior to authorisation.

All suppliers listed are new online payees.

Item	Amount	Power
Zurich Municipal – Insurance premium 2021/22	£786.39	LGA 1972 s 111
SLCC – annual membership, RFO	£67.00	LGA 1972 s 111
Stephens Design Direction – Logo artwork	£108.00	LGA 1972 s 111
D French – Clerk expenses to April 2021 inc Microsoft 365, mileage & phone top up	£94.94	LGA 1972 s 111
SLCC – annual membership, Clerk	£95.00	LGA 1972 s 111
Synchroprint – CVN May 2021	£182.00	LGA 1972 s 111
CHALC - Annual subscription 2021/22	£284.40	LGA 1972 s 111

Pre Authorised Payments

(agreed by email 20/04/2021)

Item	Amount	Power
Change in monthly Salary Standing Order for Clerk to reflect 2021/22 payroll calculation	£0.13	LGA 1972 s 111
Change in monthly Salary Standing Order for RFO to reflect 2021/22 payroll calculation	£0.10	LGA 1972 s 111
Transfer end-of-year funds from Current Account to Savings Account	£4000.00	

Appendix 3 Recent planning decisions by CW&C

20/03702/OUT - demolition of the existing garage and passageway of Senna House and erection of two four bedroom detached houses15 Senna Lane	Pending
20/03809/FUL - Removal of existing garage, two storey side and single storey rear extension and new dormer to roof, 5 Mather Drive	Pending
21/00584/TPO - Oak on boundary line in hedge - Fell to low stump due to poor previous Pruning, 17 Goosebrook Close	Pending