

Minutes of the Meeting of Comberbach Parish Council held on Tuesday 20th July 2021

Present

Councillors:

John Ryder (Chairman in the Chair)

Richard Chandler

Val McDermott

Jill Johnston

Denise French (Clerk)

Stephen Penwill (RFO)

Cheshire West and Chester Councillor Norman Wright

The Meeting started at 7.15pm.

Public Open Forum

No Members of the Public were present.

1. Apologies for Absence

Apologies for Absence were received and approved from Councillors Jim Bradley, Bob Holt and Steven Hornby.

Apologies were also received from CWAC Councillors Lynn Gibbon and Phil Marshall.

2. To receive Members' Declarations of Interest

There were no declarations of interest.

3. Minutes of the Parish Council meeting held on 4th May 2021

(21/37) RESOLVED that the minutes of the meeting of the Parish Council held on 4th May 2021 be approved as a correct record.

4. Councillor Rena Bradley

Following the sad death of Rena on 2nd July, all present stood for a minute's silence. Councillor Wright said he had known Rena and Jim for 30 years and they had been part of the team behind the Memorial Hall funding and build. He recalled an occasion when he had been Mayor of Vale Royal Borough Council and had hired a marquee for an event; windy conditions had caused the marquee to blow down and Rena and Jim had offered the use of the Memorial Hall at short notice and no charge to enable the event to take place. Members recalled how Rena was kind and helpful, enthusiastic, welcoming and an active part of village life.

5. Casual Vacancy

The Clerk reported that she had notified CWAC of the vacancy. The vacancy would be advertised on CWAC website to give electors the opportunity to call for an election within a set timescale. Once the deadline had passed, if there was no call for an election, the Parish Council would be able to fill the vacancy by co-option.

6. Progress Reports and Updates

6.1 Comberbach Pump Track

The Pump Track had been officially opened on 3rd July. The Track was well used and lots of positive feedback had been received, and the RoSPA inspector commented that the track was an excellent addition to the recreation area.

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

CWAC Councillor Wright updated as follows:

- Proposals were being considered for a solution to Winnington Bridge which had a limited lifespan of 5 – 7 years. A replacement bridge was being considered. CWAC Councillors were meeting the local MP on 30th July.
- There were still issues with speeding across the Marbury Ward.
- A proposal to make Budworth Lane one way from the A559 crossroad to Cock Lane was being considered by Highways.

8. Recreation Area and Pump Track

The Parish Council considered:

8.1 An update from the Chairman on the Recreation Area – the Area and Pump Track were well used. Some equipment was looking tired and in need of repainting which could be carried out in the autumn. The pathway had been resurfaced and was drier.

8.2 The regular inspection reports were submitted. The matting under the zip wire needed repair or replacement and a quote would be sought from Northwich Town Council.

8.3 The RoSPA post installation inspection report on the Pump Track was considered. Members suggested a 'living wall' on the side of the storage unit.

8.4 Two options were submitted to install bench seating at the Pump Track.

8.5 A scheme to undertake tree planting along the edge of the car park beside the Pump Track was discussed.

8.6 The swing at the Recreation Area was in need of repair as there was rot to a single leg and 3 options were considered.

8.7 The WI planter had some areas of rot on the timber and a proposed fix of two wire bands was discussed.

8.8 The grassed area at the Recreation Area was in need of aeration and it was proposed that an aerator be hired.

8.9 It was noted that some of the equipment was old and would need replacement in the near future; Members discussed seeking grant funding towards replacement projects.

(21/38) RESOLVED: That

(a) the update from the Chairman on the Recreation Area and Pump Track be received;

(b) the Inspection Reports be received;

(c) the RoSPA post installation inspection report on the Pump Track be received;

(d) Option 2 for the purchase of benches be approved and timber, bolt fittings and postcrete be purchased at a cost of approximately £30 per bench plus VAT;

(e) the proposal to plant trees at the edge of the car park be deferred;

(f) the swing be repaired by the replacement of all 4 swing posts retaining the existing metal bar and swing seats and Clerk be granted delegated powers to approve the supplier;

(g) a budget of £50 be approved to purchase wire bands to repair and stabilise the WI planter;

(h) a budget of £150 be approved for the hire of an aerator plus labour from Shane Ross to use at the grassed area; and

(i) grant funding be sought from the Landfill Tax subsidy fund towards replacement equipment at the Recreation Area including zip line, tall climbing frame and slide.

9. Highways and Streetscene

The Council considered:

9.1 Purchasing bulbs to undertake a planting scheme;

9.2 Identifying areas for wildflower planting;

9.3 Painting the Cheshire Railings at the corner of Budworth Lane;

9.4 Contacting BT regarding the appearance of the exchange on Senna Lane including overgrown grassed area and buildings and fencing in need of painting;

9.6 A proposal to install dog waste bag dispensers in the village;

9.7 A public notice had been displayed about a proposal to upgrade the footpath between Senna Lane and Cogshall Lane from footpath to bridleway.

(21/39) RESOLVED: that

- (a) a budget of £150 be approved to purchase bulbs to be planted at locations across the village;
- (b) the area beside the Storage Unit/Pump Track be suggested to Cheshire Wildlife Trust for a wildflower area; and
- (c) the landowner be approached to seek approval to paint the railings on the boundary of his property and CWAC be requested to provide paint in the event the landowner gives permission;
- (d) the Clerk contact BT requesting they improve the appearance of the BT Exchange on Senna Lane;
- (e) the proposal to install dog waste bag dispensers is not progressed but Councillor McDermott will source free dog waste bags for distribution; and
- (f) the change of use from a footpath to a bridleway is not supported.

10. Speed Indicator Device

Following the successful grant application to the Police and Crime Commissioner's Community Safety Fund the Council and Anderton with Marbury Parish Council had jointly been awarded £2000 towards the purchase of a Speed Indicator Device. A demonstration of one type of SID had been made to a small group of Councillors on 6th July.

(21/40) RESOLVED: that

- (a) the council approves the purchase of a SID from TWM of Winsford with a warranty of 2 years, plus the purchase of a chain and padlock and tripod;
- (b) the proposed additional costs for the SID be shared on a ratio of 80:20 of the net cost based on the two councils' precept levels;
- (c) the SID be placed on the Asset Register and included in the council's insurance;
- (d) the use of the SID be shared on a 50:50 basis and detailed arrangements for handover be agreed in writing; and
- (e) any maintenance and repair costs be equally shared between the two councils.

11. Accounts and Financial Matters

11.1 The Parish Council Accounts at 30th June 2021 were submitted at Appendix 1.

11.2 The Quarter 1 Budget review report was submitted.

11.3 The list of payments was in Appendix 2.

11.4 The Council considered adding an additional signature to the list of approved signatories.

11.5 The Reserves list was submitted for review.

11.6 The Internal Audit had been completed and the report was submitted, there were 2 recommendations for consideration regarding using the bank statement balance for the end of year bank reconciliation and a suggested addition to the Risk Assessment. It was noted that the recommendations from previous years had been implemented or noted as appropriate.

11.7 The Council considered advertising charges for the Newsletter which had been withdrawn the previous year and for the first 6 months of the current year.

(21/41) RESOLVED That

- (a) the accounts in Appendix 1 with a balance of £20,147.82 and £21,374.67 in reserves be noted;
- (b) the Q1 budget review be noted;
- (c) the payments in Appendix 2 be approved;
- (d) Councillor Jill Johnston be approved as a bank signatory and the RFO make the necessary arrangements;
- (e) The Reserves list be noted;
- (f) The Internal Audit be noted and the Risk Assessment be updated in accordance with the recommendation; and
- (g) Advertising charges be reinstated from 1st November 2021 at the existing cost of £10 per advert.

12. Projects

12.1 The Council considered setting up a Village Task Force to carry out general maintenance throughout the village.

12.2 The Council considered commemorations for the Queen's Jubilee in 2022. It was noted that there would be an additional bank holiday to make a 4-day weekend. The Clerk had been sent information about the Beacon lighting project which was outlined.

(21/42) RESOLVED That:

(a) a Village Task Force be supported and be advertised on social media and the next Newsletter; and

(b) the Queen's Jubilee commemoration be promoted on social media to seek interest from residents and the Clerk seek information on other parishes who may be doing Beacon lighting.

13. Planning

13.1 Planning decisions were listed in Appendix 3. There was also an additional planning application not included in the list relating to the demolition of existing garage and detached residential outbuilding and erection of one dwelling at land adjacent to the Post Office, Senna Lane. The decision on this application was pending.

13.2 There were no enforcement matters.

(21/43) RESOLVED: That the planning update be noted.

14. Outside Bodies

The Council considered the list of Outside Bodies.

(21/44) RESOLVED: that the following Members be nominated as follows:

- Comberbach Memorial Hall Management Committee – Cllr Val McDermott
- Fete Committee – Cllr John Ryder
- Bowling Club – Cllr John Ryder
- Police Liaison – Cllr Richard Chandler
- School Liaison – Cllr Steven Hornby
- Litterpick – Cllr Jill Johnston

15. Community Resilience Plan

The Council considered whether to develop a Resilience Plan for the village. It was noted that the CWAC Ward Councillors were working on flood measures and the Council had bought sandbags for any future need which were stored in the Storage Unit.

(21/45) RESOLVED: that consideration of developing a Community Resilience Plan be deferred pending information from CWAC Councillors on flood planning.

16. Clerk's CiLCA Qualification

The Clerk had recently been informed she had successfully completed the Certificate in Local Council's Administration and was fully qualified. Members congratulated her and she thanked them for their support with her studies.

(21/46) RESOLVED: that the qualification success of the Clerk be noted.

17. Correspondence

The list of correspondence was noted. The Clerk noted additional correspondence received relating to an initiative by Little Leigh Parish Council relating to Active Travel.

(21/47) RESOLVED: That the correspondence be noted.

18. Exclusion of Public and Press – Part 2

That in accordance with the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for the following item of business due to the confidential nature of the matter to be discussed which relates to details of an individual.

Part 2

None

The Meeting closed at 9.45pm

The next meeting of the Parish Council will be held on Tuesday 14th September 2021.

Signed
Chairman

Appendix 1 Accounts for 30th June 2021 were approved

Current account: £20,147.82	Reserves: £21,374.67
Cash book: £41,522.49	Unpresented cheques: none

Appendix 2 Payments

Item	Amount	Power
Shires Accountants – Payroll service to Mar 22	£144.00	LGA 1972 s 111
CHALC – Councillor induction course	£25.00	LGA 1972 s 111
Shane Ross – Grounds maintce 21/22 invoice 1	£600.00	LGA 1972 s 111
Cheshire West Council – The Moss signage	£240.00	LGA 1972 s 111
S Penwill – Zoom costs, postage, toner	£166.01	LGA 1972 s 111
HMRC – PAYE Apr-Jun 21	£251.80	LGA 1972 s 111

Appendix 2b Pre-Authorised Payments

Item	Amount	Date	Power
Shires Pay Service – payroll setup	£57.00	27/05/21	LGA 1972 s 111
JDH Business Services – Int Audit fee	£234.72	27/05/21	LGA 1972 s 111
RoSPA Play Safety – Ann inspection	£145.20	27/05/21	LGA 1972 s 111
Zurich Insurance – Pump Track addn	£58.97	27/05/21	LGA 1972 s 111
Parish Notice Bd – Pump Track sign	£72.00	11/06/21	LGA 1972 s 111
Clark & Kent – Pump Track	£23,142.00	11/06/21	LGA 1972 s 111
Shires Accountants – Payroll May 21	£14.40	11/06/21	LGA 1972 s 111
Northwich TC – cableway clamps	£117.60	11/06/21	LGA 1972 s 111
Northwich TC – Inspection Nov 20	£58.80	11/06/21	LGA 1972 s 111
Northwich TC – Inspection Jan 21	£58.80	11/06/21	LGA 1972 s 111
Northwich TC – Inspection Apr 21	£58.80	11/06/21	LGA 1972 s 111
J Ryder – Reimburse materials costs	£297.12	21/06/21	LGA 1972 s 111
Information Commissioner – fee 21/22	£35.00(DD)	29/06/21	LGA 1972 s 111

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 - <u>Removal of existing garage, two storey side and single storey rear extension and new dormer to roof</u> , 5 Mather Drive	Approved
21/00584/TPO - Oak on boundary line in hedge - Fell to low stump due to poor previous Pruning, 17 Goosebrook Close	Approved
21/01937/S73 - Single storey side and rear extension and creation of first floor (Variation of conditions 2 (approved plans) and 3 (materials) of planning permission 19/01832/FUL) 31 Senna Lane	Pending