

Minutes of the Annual Meeting of Comberbach Parish Council held on Tuesday 10 May 2022

Present

Councillors:

John Ryder (Chairman in the Chair)

Richard Chandler

Jill Johnston

Val McDermott

Denise French (Clerk)

Stephen Penwill (RFO)

The Meeting started at 7.15pm.

Public Open Forum

A Member of the Public raised highways issues on Cogshall Lane – the road had a 20mph limit but this was rarely adhered to and it was unclear that the speed limit was 20mph when turning in from Senna Lane; there was a lot of on street parking which made visibility difficult and reduced options for cars to pull in when faced with an oncoming vehicle, the footpath was narrow. Speeding vehicles were noted including private vehicles, delivery drivers and the Cransley school bus.

The council discussed putting the SID on Cogshall Lane in July, raising the issue with the PCSO and contacting Cheshire West and Chester Highways regarding signage and installing a black box to monitor speeds. Any residents who spotted vehicles from specific companies not adhering to speed limits were encouraged to report the issue to the company; the Clerk would contact Cransley School.

1. Appointment of Chairman

(22/27) RESOLVED: That Councillor John Ryder be appointed Chairman for the ensuing year.

2. Apologies for Absence

An Apology for Absence was received and approved from Councillor Bradley for a 2 month period due to illness; Councillors Darwin and Holt due to having attended CWAC Planning Committee that afternoon and from CWAC Councillors Marshall and Wright.

3. Casual Vacancy

(22/28) RESOLVED: That Sandy Cameron be co-opted onto the Parish Council. The clerk will arrange for the Declaration of Acceptance of Office to be signed.

4. Appointment of Vice Chairman

(22/29) RESOLVED: That Councillor Jill Johnston be appointed Vice Chairman for the ensuing year.

5. To receive Members' Declarations of Interest

There were no declarations of interest.

6. Minutes of the Parish Council meeting held on 8 March 2022

(22/30) RESOLVED that the minutes of the meeting of the Parish Council held on 8 March 2022 be approved as a correct record subject to an amendment to minute 4.1 "Road Safety Budworth Lane and Cock Lane" to add an additional sentence stating that the Parish Council agreed to support the view of CWAC that a Stop Sign at the end of Budworth Lane is not necessary.

7. Progress Reports and Updates

7.1 Climate Change – it was agreed to defer this item until September 2022.

7.2 Cogshall Lane highways issues – the Clerk had contacted CWAC Highways regarding highways safety issues at Cogshall Lane and making suggestions for improvements, including photographs to show problem areas. The response from CWAC had been circulated which was felt to be disappointing but it was also apparent that the officer was referring to an incorrect location. As there were a number of highways issues in the village it was suggested that a site meeting with CWAC be requested. The council also requested the clerk to contact other local clerks regarding their experience of raising issues with CWAC.

7.3 Memorial Hall car park flooding issues – the Chairman updated on investigations to address the flooding. It was suggested a channel should be cut for an eco-drain; the contractors for the swing seat could be asked to do this when on site.

7.4 Village Ambassador – there had been no volunteers for the Ambassador and the Fete Committee would revert to choosing a Rose Queen. They could be invited to Parish Council meetings in a non-voting advisory role.

(22/31) RESOLVED:

- (a) the Climate Change issue be deferred to September;
- (b) the Clerk contact CWAC Highways to request a site meeting;
- (c) the Clerk contact other Marbury Ward Clerks regarding their experiences of raising issues with CWAC;
- (d) the swing seat contractors be requested to cut a channel in the car park to help address drainage issues;
- (e) the update regarding the Ambassador be noted.

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

In the absence of CWAC Councillors there was no update.

9. Annual Governance and Accountability Return 2021/22

The Parish Council considered:

- (a) the report of the Internal Auditor
- (b) the Annual Governance Statement
- (c) the Accounting Statements
- (d) confirmation of the dates for the period for the exercise of public rights.

(22/32) RESOLVED: that

- (a) the report of the Internal Auditor be received;
- (b) the Annual Governance Statement be agreed;
- (c) the Accounting Statements be approved; and
- (d) the dates for the period of the exercise of public rights be noted.

10. Governance Report

The Council considered a report about committee terms of reference and membership, appointing representatives to outside bodies and a number of policy documents.

(22/33) RESOLVED: that

- (a)** the Terms of Reference for Finance Committee be approved;
- (b) the membership of Finance Committee be confirmed as follows – Councillors Chandler, Johnston, McDermott and Ryder;
- (c) the Terms of Reference for Staffing Committee be approved;
- (d) the membership of Staffing Committee be deferred to the next meeting;
- (e) the arrangements for dealing with Planning applications be confirmed as follows - the Clerk has delegated power to respond to planning applications by taking soundings from members of the Planning Committee which will be given due consideration when drafting the response. If Members of the Committee do not agree on their response or the application would have a serious impact on the community then the application will be considered by the Planning Committee;
- (f) the membership of Planning Committee be confirmed as follows – Bradley, Chandler, Darwin, Holt and Ryder;
- (g) the representatives be appointed to the following organisations:
 - Comberbach Memorial Hall Management Committee – Councillor McDermott;
 - Fete Committee – Councillor Ryder;
 - Bowling Club – Councillor Ryder;

- Police Liaison – Councillor Chandler;
- School Liaison – Councillor McDermott;
- Litterpick – Councillor Johnston;
- Speedwatch – Councillors Chandler and Ryder

(h) the Internal Controls document be approved without amendment;

(i) the Data Protection Policy be approved without amendment;

(j) the Complaints Policy be approved without amendment;

(k) the Grant Policy be approved without amendment; and

(l) the Publication Scheme be approved without amendment.

11. Code of Conduct

The Parish Council considered a briefing note on the new Code of Conduct from Cheshire West and Chester Council along with a new Code of Conduct for adoption.

(22/34) RESOLVED: that the Code of Conduct be approved and adopted with immediate effect.

12. Recreation Area and Pump Track

12.1 The Chairman updated:

In April we received both a ROSPA and Northwich Town Council inspection report. Both reports identified no major issue of concern.

The infant swings had been adjusted, new caps fitted to the notice boards, railing fastened where identified, one of the benches had been moved and fastened with 2 bolts front and back and a cement base ready for the next bench to be moved, and the swing gate repaired by himself and Councillor Chandler.

Shane Ross had started to cut back the hedges and trim the grass back to the path line.

Some painting would be needed on the play equipment in the next few weeks before the summer holidays.

The new swing seat was scheduled for installation commencing on the weekend of 14-15 May.

12.2 The Council discussed the inspection regime, noting that the Recreation Area received 2 inspections in April – the annual Rospa Inspection and the quarterly

inspection from Northwich Town Council. It was agreed to reduce the Town Council inspections to 3 a year.

12.3 A request to display a banner at the Recreation Area had been received via the website; Members agreed to continue with the custom and practice of not allowing any banners on the Recreation Area but offer alternative ways to promote their facility.

(22/35) RESOLVED: that

(a) the update on the Recreation Area be noted;

(b) Northwich Town Council be requested to conduct 3 inspections a year in January, July and October;

(c) the local business be advised that no banners are allowed on the Recreation Area but they are welcome to put an advert in the community noticeboard or could pay for an advert in the Village Newsletter.

13. Highways and Streetscene

13.1 The Council discussed the impact of the ongoing closure of Soot Hill; this was affecting residents who were having to follow diversions which resulted in increased journey times; local businesses due to access difficulties; and the local highways network due to additional traffic using local roads causing damage to the highway and detrimental to road safety.

13.2 Members considered the latest data from the Speed Indicator Device which had been located on Marbury Road in March and was currently on Gibb Hill. The average speed in March was 31.4mph. There had been 34k vehicles recorded in March which was a reduction on previous months.

(22/36) RESOLVED: that:

(a) the Clerk write to CWAC regarding Soot Hill and raising concerns about the highways issues and seeking information on timescales including for cabling works. The letter to include a request for a site meeting with Highways Officers and Parish and Ward Councillors to discuss various issues of concern including Soot Hill and Cogshall Lane; and

(b) the latest data from the SID be noted.

14. The Queen's Jubilee

The Council considered an update on the Jubilee commemorations from Councillor McDermott who was a representative on the village Working Group managing the arrangements. The next meeting of the Group was on 12 May. There was an event on the school field with residents able to bring their own refreshments, Risk Assessments would be carried out, First Aid had been arranged and approval had

been granted from CWAC. There would be a practice of lighting the Beacon before the official ceremony. A grant application had been submitted so that all expenditure was clearly itemised.

(22/37) RESOLVED: that

- (a) the update on the Jubilee commemorations be noted; and
- (b) the expenditure as listed in the grant application be approved.

15. Accounts and Financial Matters

15.1 The Parish Council Accounts at 30 April 2022 were submitted at Appendix 1.

15.2 The list of payments was in Appendix 2.

15.3 The Quarter 4 budget statement and year end financial position was submitted.

15.4 The Council was requested to approve a list of named Councillors for the bank mandate.

15.5 The Council was requested to approve a list of Councillors who could authorise payments in accordance with the online banking policy.

15.6 Members were recommended to authorise the payment of salaries by standing order in accordance with the Financial Regulations.

15.7 The list of regular subscriptions was submitted for approval.

15.8 The insurance renewal was considered.

(22/38) RESOLVED That

- (a) the accounts in Appendix 1 with a balance of £36,474.67 and £21,377.64 in reserves be noted;
- (b) the payments in Appendix 2 be approved;
- (c) the Quarter 4 budget statement and year end financial position be noted;
- (d) Councillors Ryder, Johnston and McDermott be approved as named Councillors on the bank mandate;
- (e) Councillors Chandler, Johnston, McDermott and Ryder be approved to authorise payments;
- (f) The payment of salaries by standing order be approved;
- (g) The following subscriptions be approved:

- Mid Cheshire Footpath Society - £8
- Cheshire Association of Local Councils - £284.40
- Society of Local Council Clerks (£98 – Clerk and £70 RFO)
- CPRE – renewal in October
- Cheshire Community Action – renewal in October.

(h) the 5 year deal for the insurance cover be approved subject to the RFO being satisfied as to the terms of the deal.

16. Planning

16.1 Planning decisions were listed in Appendix 3.

16.2 There were no enforcement matters.

The Clerk had contacted the Head of Planning at CWAC regarding the length of time being taken to determine applications and whether decisions were notified to Parish Clerks but no response had been received.

(22/39) RESOLVED: That:

(a) the planning update be noted; and

(b) the Clerk send a reminder to the Head of Planning, copied to the Ward Councillors, and submit a formal complaint should a response not be received in a reasonable timescale.

17. Correspondence

17.1 The list of correspondence had been circulated. The Clerk updated on a recent email from a resident regarding highways issues.

(22/40) RESOLVED: That:

(a) the correspondence be noted; and

(b) the Clerk respond to local residents who have raised issues relating to highways to inform them of the decisions at the meeting which are to seek a meeting with Highways Officers.

18. Representative Reports

Comberbach Memorial Hall Management Committee – Councillor McDermott passed on the thanks to the Council for the Recreation Area and Pump Track which received many positive comments.

Fete Committee – the Fete would be on Saturday 25 June with a Jubilee theme.

Bowling Club – the new season had commenced.

Police Liaison – the PCSO had held a surgery but it had not been well attended.

Councillor Chandler agreed to request a presence by the Primary School at school drop off and pick up times. He was to attend the consultation event with the Police and Crime Commissioner later in the month.

School Liaison – no update

Litterpick – no update.

Exclusion of Public and Press – Part 2

(22/41) RESOLVED: 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.

Part 2

19. Parish Council Award

The Council considered the recipient of the annual Parish Council Award.

(22/42) RESOLVED: That the recipient of the Award be approved as discussed at the meeting.

The Meeting closed at 9.24pm

The next meeting of the Parish Council will be held on Tuesday 5 July 2022

Signed
Chairman

Appendix 1 Accounts for 30 April 2022 were approved

Current account: £38,474.67	Reserves: £21,377.64
Cash book: £ 59,852.31	Unpresented cheques: none

Appendix 2 Payments

Item	Amount	Power
Shane Ross – Winter maintenance	£250.00	LGA 1972 s 111
HMRC – PAYE, Jan-Mar 2022	£283.20	LGA 1972 s 111
Bullfinch (Gas Equipment) – Jubilee Beacon	£588.00	LGA 1972 s 111
Synchroprint – March CVN	£230.00	LGA 1972 s 111
S Penwill – Printer toner & paper	£51.40	LGA 1972 s 111
ROSPA PlaySafety – Annual inspection	£151.20	LGA 1972 s 111

JDH Business Services – Internal Audit	£270.00	LGA 1972 s 111
Shires Accountants – P60s & back pay support	£66.00	LGA 1972 s 111
SLCC – annual subscription for RFO	£70.00	LGA 1972 s 111
D French – expenses, SLCC subs, Jubilee roundels	£131.95	LGA 1972 s 111
Mid-Cheshire Footpath Society – subs 22/23	£8.00	LGA 1972 s 111
Cheshire Association of Local Councils subs 22/23	£284.40	LGA 1972 s 111

Appendix 2b Pre-Authorised Payments

Item	Amount	Date	Power
Techquarters – Microsoft 365 Business	£21.43 DD	01/04/22	LGA 1972 s 111

Appendix 3 Recent planning decisions by CW&C

APPLICATION DETAILS	DATE OF VALIDATION	CURRENT POSITION
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	Fri 30 Apr 2021	Pending
21/02469/FUL – single storey rear extension and loft conversion, Mill Bank	Thu 15 Jul 2021	Approved Thu 24 Feb 2022 Notified to PC - no
Lime (T1) - Reduce crown by approx 1-2m. Dying Ash (G2) - Fell to low stump due to decline showing in crown; 7 Freshfields	Tue 24 Aug 2021	Approved Tue 19 Oct 2021 Notified to PC – no
21/03798/TPO - 2 x Cherry trees - Fell, due to shading, Three Oaks Marbury Road	Fri 10 Sep 2021	Approved Tue 02 Nov 2021 Notified to PC - no
21/03580/LBC - Enlarge the small existing doorway between the kitchen and the library / TV room to the south and the creation of a new opening on the west side of the room, matching the style and proportion of the proposed enlarged opening on the	Fri 27 Aug 2021	Approved Tue 14 Dec 2021 Notified to PC - no

east side, Cogshall Hall Senna Lane		
21/05001/FUL - Creation of an additional storey with new external doors and windows, 57 Senna Lane	Fri 17 Dec 2021	Awaiting decision
21/05110/OUT - Erection of two detached houses and the demolition of the existing garage and passageway of Senna House, 15 Senna Lane	Wed 22 Dec 2021	Awaiting decision. To be Considered at Planning Committee – 10 May 22
21/05070/OUT - Outline planning permission for a mixed use development of up to 1,550 units of residential dwellings including affordable housing (subject to viability); specialist accommodation for older people including residential care home; local centre and active ground floor uses comprising up to 600 sqm of flexible floorspace for retail (including small convenience food store); up to 275 sqm of health, nursery and community; up to 7,700 sqm of employment space; up to 950 sqm of cafe, restaurant, takeaway and public house floorspace; up to a 2,250sqm (up to 2FE) primary school with associated playing fields (Use Class F1(a)); and associated road infrastructure, landscaping (including Sustainable Urban Drainage Systems), public realm and amenity space (all matters reserved except for vehicular access), land at Winnington Works	Wed 22 Dec 2021	Awaiting decision

21/03746/FUL <u>Single storey front extension with external courtyard space, and alteration to the exterior materials of the dwelling (Amended description)</u> Centila Cogshall Lane Comberbach	25 October 2021	Awaiting decision – amended Description
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	Fri 30 Apr 2021	Awaiting decision
22/00953/FUL - Demolition of existing porch, single storey glazed link extension, single storey and two storey extension, first floor balcony, alterations to existing garage, Wayside Cottage, Hough Lane	Tuesday 26 April 2022	Awaiting decision