

COMBERBACH PARISH COUNCIL

TUESDAY 10 MAY 2022

Dear Councillor

You are summoned to attend the Annual Meeting of Comberbach Parish Council to be held on Tuesday 10 May 2022 at 7:15 pm at **Comberbach Memorial Hall**.



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. The Open Forum will start at 7.15pm and the formal agenda below will start after that. The period of public participation may be extended at the discretion of the Chairman.

AGENDA

1. Appointment of Chairman

To appoint a Chairman for the ensuing year.

2. Apologies for Absence

To receive and approve apologies for unavoidable absence

3. Casual Vacancy

To consider filling the casual vacancy declared in March 2022

4. Declaration of Acceptance of Office

To witness the signing of the Declaration of Office subject to 3. above

5. Appointment of Vice Chairman

To appoint a Vice Chairman for the ensuing year

6. Declarations of Interest

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

7. To approve the minutes of the meeting of the Parish Council held on 8 March 2022 (attached)

8. Progress reports and updates

8.1 Climate Change – to receive an update from Cllr McDermott

8.2 Cogshall Lane highways issues – to consider the response from CWAC

8.3 Memorial Hall car park flooding issues – to consider a verbal update

8.4 Village Ambassador – to consider a verbal update

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

To consider updates from CWAC Councillors.

10. Annual Governance and Accountability Return 2021/22

(a) to consider the Internal Auditor's Report

(b) to approve the Annual Governance Statement

(c) to approve the Accounting Statements

(d) to note the publication period

11. Governance Items

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

(b) Internal controls

(c) Data Protection Policy

(d) Complaints Policy

(e) Grant Policy

(f) Publication Scheme

12. Code of Conduct

Cheshire West and Chester has approved a new Code of Conduct and it is recommended that the Parish Council:

(a) receives the briefing note on the new Code of Conduct:

(b) adopts the new CWAC Code of Conduct (attached)

13. Recreation Area & Pump Track

13.1. To consider the regular update from the Chairman

13.2 To consider the report following the regular inspections (attached)

13.3 To consider whether to ask Northwich Town Council to reduce their inspection regime to 3 meetings a year to exclude one in April when the annual Rospa inspection take place

13.4 To consider a request to display a banner at the recreation area advertising Antrobus Pre School.

14. Highways and Streetscene

14.1 Soot Hill – to consider whether the Parish Council wishes to submit any views to CWAC regarding the ongoing closure at Soot Hill

14.2 Speed Indicator Device – to consider a verbal progress update on the SID including latest data readings

15. The Queen's Jubilee

15.1 To consider an update on the preparations for Jubilee commemorations

15.2 To consider and approve expenditure for the commemorations – grant application attached

16. Accounts and Financial Matters

16.1 To note the accounts for 30 April 2022 in Appendix 1

16.2 To approve the payments list in Appendix 2.

16.3 To consider the 2021/22 Q4 budget statement and 2021/22 year end financial position

16.4 To approve a list of named Councillors for the bank mandate

16.5 To approve a list of Councillors who can authorise payments in accordance with the online banking policy

16.6 In accordance with para 5.6 in the financial regulations, to authorise regular payment of salaries to the Clerk and RFO by standing order

16.7 Subscriptions – to consider the following subscriptions:

(a) Mid Cheshire Footpath Society - £8.00

(b) Cheshire Association of Local Councils – £284.40

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(c) Society of Local Council Clerks – Parish Clerk (£98.00) and RFO (£70.00)

(d) CPRE

(e) Cheshire Community Action

16.8 To consider insurance cover for the forthcoming year

17.0 Planning

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

17.2. To consider any new Enforcement matters.

18. Correspondence

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

19. Representative Reports

To consider updates from Councillor representatives:

- 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 – vacancy
- Litterpick – Cllr Jill Johnston

Part 2 – EXCLUSION OF THE PUBLIC AND PRESS

To resolve under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public due to the confidential nature of the business to be discussed

20. Parish Council Award

To consider the recipient for the annual Parish Council Award

Date of next meeting

The next meeting of Comberbach Parish Council will be Tuesday 5 July 2022 at 7.15pm.

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Appendix 1 Accounts for 30 April 2022

Current account	£38,474.67	Reserve	£21,377.64
Cash book	£ 59,852.31	Reconciliation:	0

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

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	Tue 24 Aug 2021	Approved Tue 19 Oct 2021

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Ash (G2) - Fell to low stump due to decline showing in crown; 7 Freshfields		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 east side, Cogshall Hall Senna Lane	Fri 27 Aug 2021	Approved Tue 14 Dec 2021 Notified to PC - no
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	Wed 22 Dec 2021	Awaiting decision

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		
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