

## COMBERBACH PARISH COUNCIL

TUESDAY 16 MAY 2023

Dear Councillor

You are summoned to attend the Annual Meeting of Comberbach Parish Council to be held on Tuesday 16 May 2023 at 6.45pm at the **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 6.45pm 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. Appointment of a Vice Chairman

To appoint a Vice Chairman for the ensuing year.

#### 3. Apologies for Absence

To receive and approve apologies for unavoidable absence.

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

#### 5. Elections 2023

To note that 7 councillors were elected unopposed and confirm that all Declarations of Acceptance of Office have been signed. The council has one vacancy.

#### 6. To approve the minutes of the meeting of the Parish Council held on 7 March 2023 (attached)

Denise French, Parish Clerk  
07759 212449  
[clerk@comberbach-pc.gov.uk](mailto:clerk@comberbach-pc.gov.uk)

## 7. General Power of Competence

To consider resolving to adopt the General Power of Competence and confirm eligibility by 7 out of 8 councillors having stood for election and the Parish Clerk being CiLCA qualified.

## 8. Progress reports and updates

### 8.1 Coronation Thank You Event

To consider any feedback on the Coronation Event held on 8 May 2023.

To note the finances as follows:

Expenditure:

£120.44 – cakes and biscuits

£9.13 – drinks

£14.50 – decorations (flags and tablecloths)

£7.00 – napkins

£31.97 – card and envelopes

£231.25 – Pin badges

£460.54

Receipts:

£136.36 – CWAC Members award

All relevant approvals are at item 12 below.

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

To consider any updates from CWAC Councillors.

## 10. Recreation Area & Pump Track

10.1. To consider the regular update from the Chairman

10.2 To consider the report following the regular inspections (attached) and the ROSPA annual inspection report (if received)

10.3 Request for a tap at the Recreation Area – to consider whether the council wishes to investigate the provision of a tap for the Recreation Area.

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10.4 To consider inspection of the tree on the car park in conjunction with the tree within the boundary of the bowling club

10.5 Pizza Van on the car park – to consider a request for a pizza van to be sited once a month on the car park.

## 11. Highways and Streetscene

11.1 Speed Indicator Device – to consider any update on the latest SID data

11.2 Budworth Lane – to consider further correspondence from CWAC following the black box assessment and any response from Great Budworth Parish Council.

11.3 Meeting with CWAC Highways - to consider feedback from the meeting and any letter of complaint to be written to CW&C

## 12. Accounts and Financial Matters

12.1 To note the accounts for 30 April 2023 in Appendix 1

12.2 To review Q4 and full year accounts for 2022/23

12.3 To note the following receipts:

- precept £26110.00,
- Coronation grant from CWAC of £136.36
- Ground Rent from Comberbach Memorial Hall of £5

12.4 To approve the payments list in Appendix 2. To note the increased insurance premium along with a verbal update from the RFO

12.5 Annual Governance and Accountability Return 2022/23

(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

Documents circulated on 4 May 2023.

## 13. Governance Items

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

- Standing Orders
- Financial Regulations
- Internal controls
- Data Protection Policy
- Complaints Policy
- Grant Policy
- Publication Scheme
- Risk Assessment
- Asset Register

13.2 To approve the following ongoing appointments:

- JDH Business Services for Internal Audit
- Shires Accountancy for payroll

## 14. Projects

### 14.1 Environmental projects

To consider environmental projects – Cllr V McDermott

### 14.2 Freedom Fibre

To consider an update on the Freedom Fibre project in Comberbach.

## 15. Planning

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

15.2. To consider any new Enforcement matters.

## 16. Correspondence

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

## 17. Representative Reports

To consider updates from Councillor representatives:

- Comberbach Memorial Hall Management Committee – Cllr McDermott
- Fete Committee – Cllr Ryder
- Bowling Club – Cllr Ryder

- Police Liaison – Cllr Chandler
- School Liaison – Cllr McDermott
- Litterpick – Cllr 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

### **18. Resurfacing the MUGA**

To consider quotes received for the resurfacing of the MUGA

### **19. Play Area Inspections**

To consider the SLA from Northwich Town Council

### **20. Parish Council Award**

To consider the annual award to be presented at the Fete on 24 June 2023

Date of next meeting – Tuesday 4 July 2023 at 6.45pm

## **Appendix 1 Accounts for 30 April 2023**

Current account      £27,508.25                      Reserve      £28,397.09

Cash book              £55,905.34      Reconciliation: 0

## **Appendix 2 Payments**

| Item                                                | Amount    | Power          |
|-----------------------------------------------------|-----------|----------------|
| Easy-gate Ltd - 2xpedestrian gates inv 3240 21/4/23 | £1,980.00 | LGA 1972 s 111 |
| CHALC - fee 23/24                                   | £292.30   | LGA 1972 s 111 |
| SLCC – Subs 23/24 S Penwill                         | £73.00    | LGA 1972 s 111 |
| SLCC – Subs 23/34 D French                          | £101.00   | LGA 1972 s 111 |
| Zurich Municipal – Insurance premium 23/24          | £894.95   | LGA 1972 s 111 |
| JDH Business Services Ltd – Internal audit 22/23    | £297.00   | LGA 1972 s 111 |
| D French – Coronation costs, expenses, antivirus    | £215.79   | LGA 1972 s 111 |
| V McDermott – Coronation costs                      | £23.63    | LGA 1972 s 111 |
| J Ryder – Coronation costs                          | £120.44   | LGA 1972 s 111 |
| Mid-Cheshire Footpath Society subscription          | £8.00     | LGA 1972 s 111 |

## **Pre-Authorised Payments**

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| Item                                                | Amount  | Power          |
|-----------------------------------------------------|---------|----------------|
| Techquarters – Microsoft Office license (DD) Apr 23 | £21.43  | LGA 1972 s 111 |
| Tesco Mobile – Mar 23 (DD)                          | £2.50   | LGA 1972 s 111 |
| PAP2218 – HAGS infant swing seats Jan 23            | £712.80 | LGA 1972 s 111 |
| PAP2221 – HMRC, PAYE Q4 22/23                       | £285.20 | LGA 1972 s 111 |
| PAP2222 – Synchroprint, CVN March 23                | £232.32 | LGA 1972 s 111 |
| PAP2223 – Grassmats Ltd, Zip wire matting           | £576.00 | LGA 1972 s 111 |
| PAP2224 – J Ryder, reimburse Table Tennis matting   | £89.28  | LGA 1972 s 111 |
| PAP2301 – Black Rooster Ltd, Coronation badges      | £277.50 | LGA 1972 s 111 |

### Appendix 3 Recent planning decisions by CW&C

| APPLICATION DETAILS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | DATE OF VALIDATION    | CURRENT POSITION  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|-------------------|
| 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 |
| 21/01937/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 | Refused           |
| 22/00792/FUL - Change of Use of Land from Horticulture to Landscaping Business including                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 3 May 2022            | Awaiting decision |

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|                                                                                                                                                                                                                                                                                                          |                  |                   |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-------------------|
| Use of Previously Existing PolyTunnels (x2), Tool Shed, Potting Shed and Reuse of Porta Cabin as Office, Erection of Tool Shed, Small Workshop Building and Office Building and Siting of 4x Mobile Containers, Land To South of Hough Lane Farm                                                         |                  |                   |
| 22/03211/TPO – silver birch – reduce regrowth throughout by 1.5m – 2.5m to keep crown in check, 15 Freshfields                                                                                                                                                                                           | 24 August 2022   | Approved          |
| 22/03311/FUL - demolition of existing dwelling, erection of dwelling, and a single storey outbuilding to provide ancillary accommodation, 57 Senna Lane                                                                                                                                                  | 2 September 2022 | Awaiting decision |
| 22/03678/FUL - First storey side extension above existing garage 18 Chapel Close                                                                                                                                                                                                                         | 12 October 2022  | Approved          |
| 22/03695/FUL - first floor front extension and single storey side extension, storm porch to front, replacement windows and full render of existing dwelling Cogshall House                                                                                                                               | 17 October 2022  | Approved          |
| 22/04415/FUL - Siting of 4no. glamping units, reception hut, bike storage, recycling/waste facilities and a new permeable parking/turning area with electric vehicle charging points with associated footpaths and a water treatment plant for onsite drainage, land On The Northeast Side of Senna Lane | 28 November 2022 | Awaiting decision |
| 22/04625/FUL – single storey side extension and single storey rear extension 12 Cogshall Lane                                                                                                                                                                                                            | 15 December 2022 | Awaiting decision |
| 22/04506/FUL Erection of side garage, additional front porch and part render to front elevation Glaslyn, Marbury Road                                                                                                                                                                                    | 28 February 2023 | Awaiting decision |
| 23/00251/FUL Drop the kerb to the side of property on Freshfields to allow access to create a new driveway and raise the kerb at the rear of the property removing the current drive way 22 Cogshall Lane                                                                                                | 6 March 2023     | Awaiting decision |
| 23/00659/FUL Removal of existing front tile hung cladding and replacement with PIR insulation board, finished with a light cream render 22 Burgamot Lane                                                                                                                                                 | 1 March 2023     | Awaiting decision |

|                                                                                                                                                                                                                        |               |                   |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|-------------------|
| 23/00856/TPO Oak - Crown reduce by 1-1.5m overall and thin by 10% to contain. 9 Reedsmere Walk                                                                                                                         | 14 March 2023 | Approved          |
| 23/00856/TPO Oak - Crown reduce by 1-1.5m overall and thin by 10% to contain. 11 Reedsmere Walk                                                                                                                        | 14 March 2023 | Approved          |
| 23/00734/FUL Two storey rear extension and first floor side extension, with storm porch to front and roof alterations 27 Senna Lane                                                                                    | 7 March 2023  | Awaiting decision |
| 23/01116/TPO Ash (T1) on rear boundary - Reduce crown by approximately 25% by reducing main limbs to appropriate growing/reduction points as previous reduction points (stubs) are starting to die. 11 Brookfield Road | 4 April 2023  | Awaiting decision |