

Minutes of the Annual Meeting of Comberbach Parish Council held on Tuesday 16 May 2023

Present

Councillors:

John Ryder (Chairman in the Chair)

Sandy Cameron

Richard Chandler

Bob Holt

Jill Johnston

Val McDermott

Denise French (Clerk)

Stephen Penwill (RFO)

The Meeting started at 6.45pm.

Public Open Forum

Three members of the public were present. The clerk to Great Budworth Parish Council was also in attendance.

One resident raised concern around a planning application on Cogshall Lane for which work appeared to have commenced prior to any grant of planning permission; the work included removal of hedging and construction of a driveway and hardstanding at the front of the property. There was concern that the property may be used as a business.

A second resident raised concern around a public right of way across a field which was not being adequately maintained at a sufficient width, making it difficult for the public to use. The Clerk would refer this issue to the Marbury Ward Councillors and raise it with the Mid Cheshire Footpath Society.

1. Appointment of Chairman

(23/19) RESOLVED: That Councillor Ryder be appointed Chairman of the Council for the year 2023/24.

2. Appointment of Vice Chairman

(23/20) RESOLVED: That Councillor Johnstone be appointed Vice Chairman of the Council for the year 2023/24.

3. Apologies for Absence

An apology for absence was received and approved from Councillor Darwin due to family reasons.

4. To receive Members' Declarations of Interest

Councillor McDermott declared an interest in application 22/04625/FUL on the planning schedule.

5. Elections 2023

The elections had seen 7 councillors returned unopposed. There was one vacancy and this would be advertised. All Councillors present had signed their Declaration of Acceptance of Office prior to the meeting.

(23/21) RESOLVED: that John Darwin be granted an extension to 1 June 2023 to sign the Declaration of Acceptance of Office form.

6. Minutes of the Meeting of the Parish Council held on 7 March 2023

(23/22) RESOLVED: that the minutes of the Meeting of the Parish Council held on 7 March 2023 be approved as a correct record.

7. General Power of Competence

(23/23) RESOLVED: that the Parish Council adopts the General Power of Competence and confirms its eligibility by 7 out of 8 councillors having stood for election in May 2023 and the Clerk being CiLCA qualified.

8. Budworth Lane

This item was brought forward to enable an update from Great Budworth Parish Council to be given. Earlier in the year, CWAC had submitted a speed assessment which recommended a reduction on Budworth Lane and Cock Lane to 40 mph but the costs would need to be partly borne by the two councils. The Clerk had requested CWAC consider a reduction to 30mph on part of Budworth Lane from the village gateway sign to the Give Way sign but CWAC was not able to support this reduction and would only support a reduction of the whole of Budworth Lane to 40mph as in the speed assessment report. The Clerk had contacted Great Budworth Parish Council (GBPC) for views and for consideration of a financial contribution due to the majority of Budworth Lane being in their parish. The Clerk to GBPC had confirmed that at the Parish Council meeting held on 15 May there was a majority vote against any financial contribution on the following grounds:

- 1) The report did not evidence vehicles travelling in excess of the speed limit (Mean speed 40.7mph)
- 2) There was no indication of how the new speed limit would be monitored or policed.
- 3) There were other roads in Great Budworth, some single track, that would warrant financial investment ahead of Budworth Lane & Cock Lane.

The Clerk to GBPC was thanked for attending.

(23/24) RESOLVED: that the Marbury Ward Councillors be contacted to seek their support in seeking a reduction in speed limit in Comberbach from the village gateway sign to the Give Way sign on Budworth Lane in view of the number of residential properties along that stretch of the road and the lack of a footpath.

9. Progress Reports and Updates

8.1 Coronation Thank You Event. The Council discussed the thank you event that had been held on 8 May. It had been very successful and well attended. Since the event, a number of volunteers had been in touch to thank the Parish Council for the event and the gift of the commemorative pin badge. The financial report from the event was noted.

(23/25) RESOLVED: that the update be noted.

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

There were no CWAC Councillors present.

11. Recreation Area and Pump Track

11.1 The Chairman updated that the grass at the Recreation Area had recently been cut. Some seats needed replacement slats.

11.2 The Rospa report had now been received. It was noted that the inspection had been carried out in May rather than April as expected. The report noted the height of the infant swing seats needed adjustment; the basket swing needed adjustment and the inspector had commented that it was not possible to look at certain fittings as they were covered. The Council agreed to address these points.

11.3 The Council discussed a request that a drinking water tap be provided at the Recreation Area. Members felt that most people carried their own water bottle with them and children who visited the play area were either visiting from home or straight after school where water facilities were readily available. Members felt this could be a costly provision in terms of installation and water supply and decided not to progress.

11.4 The Council considered arranging for an inspection of the tree on the car park in conjunction with the tree within the boundary of the bowling club and this was agreed.

11.5 A request had been submitted by a Pizza Van company to site their van on the car park once a month for the collection of pre-booked pizzas. Members were supportive of these proposals subject to the applicant having any necessary permissions, management of litter and a trial period. A written agreement would be required on similar lines to the coffee van.

(23/26) RESOLVED: that

- (a) The update on the Recreation Area be noted.
- (b) Following the Rospa report, Northwich Town Council be asked whether they can inspect the fittings under the covers; the swing set chains will be raised and the manufacturer of the swing set be requested to review the issue raised about the closeness to the frame.
- (c) The option of providing a drinking water tap at the Recreation Area is not progressed.
- (d) Cheshire West and Chester Council be contacted about carrying out an inspection of the two trees at the car park and bowling club.
- (e) The pizza vendor be advised that the Council approves the request to site the pizza van at a location on the car park to be agreed in advance, the van to be provided on set days and times to be agreed in advance in writing, subject to the vendor holding the relevant street trading licence, a 5* food hygiene rating and the appropriate public liability insurance; leaving the site clean and tidy with no litter; and this agreement is subject to a review in 6 months' time with the option to cancel the agreement at that point.

12. Highways and Streetscene

12.1 There was no data from the Speed Indicator Device and this item would be considered at the next meeting.

12.2 The Chairman updated on a meeting with CWAC Highways held on 9 May. The meeting had been positive. CWAC had appointed a new contractor and an improved method of dealing with potholes had been implemented whereby they would be squared and sealed. Officers had showed a map of how roads were assessed each year with the information logged onto a dashboard. The information would also be shared with Marbury Ward Councillors.

(23/27) RESOLVED: that the Marbury Ward Councillors be requested to investigate and report back on timescales for addressing potholes once they have been marked on the highway.

13. Accounts and financial matters

13.1 The accounts for 30 April 2023 were listed in Appendix 1

13.2 The Q4 budget position and full year accounts for 2022/23 were submitted for consideration.

13.3 The following receipts were noted:

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

13.4 The list of payments was in Appendix 2. The RFO reported on an increase to the insurance premium. He had queried this with the insurer, Zurich, who advised that inflation was added to the Council's asset values to ensure the Council was not underinsured. The RFO noted how he and the Chairman reviewed the asset register on an annual basis and he would raise this with Zurich as he felt inflation had already been taken into account after the Council's own review.

13.5 Annual Governance and Accountability Return 2022/23 – the Council considered the following:

(a) the Internal Auditor's Report. The auditor had noted that one pre-approved payment did not appear in the subsequent minutes and that the Risk Assessment had not been reviewed during 2022-23. The RFO explained that the payment was on the agenda for this meeting and the Risk Assessment had been reviewed in March 2022 and was due for review at this meeting along with other governance documents.

(b) the Annual Governance Statement

(c) the Accounting Statements

(d) the publication period.

(23/28) RESOLVED: that:

(a) The accounts in Appendix 1 with a balance of £27,508.25 and £28,397.09 in reserves be noted.

(b) The Q4 budget position and full year accounts for 2022/23 be received and approved.

(c) The list of receipts be noted.

(d) The list of payments in Appendix 2 be approved.

(e) The update on the insurance premium be noted.

(f) The report of the Internal Auditor be received. The Council will consider reviewing documents in July each year to reduce the agenda for the Annual Meeting.

(g) The Annual Governance Statement be agreed.

(h) The Accounting Statements be approved.

(i) The dates for the period of the exercise of public rights be noted.

14. Governance Items

14.1 The Council considered the report of the Parish Clerk on membership and appointments. The Council considered and reviewed the following documents:

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

14.2 The Council considered the following ongoing appointments:

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

(23/29) RESOLVED: that

(a) the Terms of Reference for Finance Committee be approved.

(b) the membership of Finance Committee be confirmed as follows – Councillors Cameron, Johnston, McDermott and Ryder.

(c) the Terms of Reference for Staffing Committee be approved.

(d) the membership of Staffing Committee be confirmed as Councillors Cameron, Johnston and Ryder.

(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 Parish Council.

(f) the membership of Planning Committee be confirmed as follows – Councillors Chandler, Darwin, Holt and Ryder.

(g) the following representatives be appointed:

- 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.

(h) the Standing Orders be approved subject to the deletion of the reference to advertising contracts in the local paper.

(i) The Financial Regulations be approved without amendment.

(j) The Internal Controls document be approved without amendment.

(k) The Data Protection Policy be approved without amendment.

(l) The Complaints Policy be approved without amendment.

(m) The Grant Policy be approved without amendment.

(n) The Publication Scheme be approved without amendment.

(o) The Risk Assessment be approved without amendment.

(p) The Asset Register be approved without amendment.

15. Projects

15.1 Councillor McDermott reported that she felt an open meeting could be held later in the year for anyone interested to share ideas about environmental projects.

Councillor McDermott would report back to a future meeting with further details.

15.2 The Chairman updated on Freedom Fibre. The closing date to express interest in the Government's Gigabit voucher scheme was the end of March and sufficient numbers of residents had expressed an interest in the scheme. He and Councillor Cameron were meeting online with representatives of Freedom Fibre on 18 May and he would update councillors following the meeting. It was noted that markings had been made on footpaths where it was thought connexions may be installed.

(23/30) RESOLVED: that the update be received and noted.

16. Planning

16.1 Planning decisions were listed in Appendix 3. The Council discussed application 22/04625/FUL which had been raised in the public open forum. Members noted that works had commenced without planning permission including removal of

a boundary hedge and installation of hardstanding at the front of the property and introduction of an additional driveway. The Council had not been consulted on any additional or amended application.

16.2 There were no enforcement matters.

(23/31) RESOLVED: That the Clerk contact CWAC Planning Department regarding application 22/04625/FUL to query why the Parish Council was not consulted on any amended application and requesting the opportunity to comment. All other planning matters were noted.

(Note: Councillor McDermott left the meeting during discussion of this item and took no part in the discussion or decision).

17. Correspondence

The list of correspondence had been circulated.

(23/32) RESOLVED: That the correspondence be noted.

18. Representative Reports

- Comberbach Memorial Hall Management Committee – no update.
- Fete Committee – the Sundowner Run was arranged for 19 May at Marbury Park and the Fete would take place on 24 June.
- Bowling Club – the club had hosted a Cheshire v Manchester competition which was very popular.
- Police Liaison – the PCSO update had been circulated. Councillor Chandler would liaise with the PCSO regarding doing a walkabout during one of the surgery dates.
- School Liaison – inconsiderate parking remained of concern and the school continued to encourage parents and carers to be mindful of residents when dropping off and picking up their children. The school was holding an Inspiration Day on 22 June and welcomed ideas for people to celebrate via Councillor McDermott.
- Litterpick – no update.

19. Exclusion of Public and Press – Part 2

(23/33) 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 matters to be discussed.

20. Resurfacing the MUGA

The Council considered quotes to resurface the MUGA. Members had visited some reference sites but felt further information was needed.

(23/34) RESOLVED: that the resurfacing project be deferred to seek further information on reference sites for the proposed solutions.

21. Service Level Agreement (SLA) with Northwich Town Council

The Council considered a proposed SLA with Northwich Town Council for inspection of the Recreation Area.

(23/35) RESOLVED: that the SLA with Northwich Town Council be approved.

22. PARISH COUNCIL AWARD

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

(23/36) RESOLVED: That the recipient of the Award be approved as discussed at the meeting.

The Meeting closed at 9.25pm.

The next meeting of Comberbach Parish Council will be on Tuesday 4 July at 6.45pm.

Signed
Chairman

Appendix 1 Accounts for 30 April 2023 were approved:

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

Appendix 2b Pre-Authorised Payments

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	Wed 22 Dec 2021	Awaiting decision

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		
21/01937/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 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	3 May 2022	Awaiting decision
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	4 April 2023	Awaiting decision

reducing main limbs to appropriate growing/reduction points as previous reduction points (stubs) are starting to die. 11 Brookfield Road		
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