

Minutes of the Annual Meeting of Comberbach Parish Council held on Tuesday 21 May 2024

Present

Councillors:

John Ryder (Chairman in the Chair)

Bill Briggs

Sandy Cameron

Richard Chandler

John Darwin

Jill Johnston

Val McDermott

Denise French (Clerk)

Stephen Penwill (RFO)

CWAC Cllr Lynn Gibbon

The Meeting started at 6.45pm.

Public Open Forum

There were no members of the public present.

1. Appointment of Chairman

(24/25) RESOLVED: That Councillor John Ryder be appointed Chairman of the Council for the year 2024/25.

2. Apologies for Absence

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

3. Appointment of Vice Chairman

(24/26) RESOLVED: That Councillor Johnstone be appointed Vice Chairman of the Council for the year 2024/25.

4. To receive Members' Declarations of Interest

There were no declarations of interest.

5. Minutes of the Meeting of the Parish Council held on 5 March 2024

(24/27) RESOLVED: that the minutes of the Meeting of the Parish Council held on 5 March 2024 be approved as a correct record.

6. Progress Reports and Updates

6.1 CWAC Local Plan

Following the last meeting, contact had been made with neighbouring parish councils to ascertain whether there were common concerns around possible future changes to settlement boundaries or the Green Belt and whether there was support for a joint approach to CWAC. Antrobus Parish Council had responded that they were happy to contact CWAC Councillors for advice and had also offered to make an informal approach to a former Chairman who was a planning professional, on behalf of both councils. Members supported this approach and also agreed to share the Groves report with Antrobus PC. It was noted that CWAC was holding a series of planning drop-in sessions specifically for Town and Parish Councils and Members would try to attend one of the sessions.

(24/28) RESOLVED: that:

- (a) the Groves report be shared with Antrobus Parish Council for information
- (b) the Clerk to Antrobus Parish Council be advised that the Council supports making an informal approach to their former Chairman to seek their professional advice and would like to work with Antrobus PC on any areas of common interest regarding the CWAC Local Plan.
- (c) that Members attend the Local Plan drop-in sessions if possible and feedback to the next meeting.

7.0 Recreation Area and Pump Track

7.1 The Chairman updated that the Recreation Area was in a good position at the moment and being well used by residents and visitors.

The new leg supports to the Zip Line had been fitted by Shane Ross with support from Councillors. During the fitting it was noted that the horizontal supports were in need of replacement and a quote had been sought from HAGS, the supplier of the Zip Line. There was a 6-week lead time. Members agreed to order the support beams and seek quotes for fitting, to be considered at the next meeting.

7.2 The annual Rospa Inspection report was considered following the inspection on 29 April 2024. There were no issues of immediate concern but one point raised related to the positioning of the basket swing with a recommendation that it be checked with the supplier regarding the distance from the swing to the support posts.

7.3 The feature pencils had been removed in April and the wet pour surfacing had been made good. This had been an issue raised by Rospa and from other inspections. Members approved the approach in using Shane Ross to remove the pencils and Bounceback to restore the wet pour. It was noted that the childrens' name plaques could not be safely removed from the pencils but Members discussed displaying the children's names somewhere else on the park; this would be discussed at Finance Committee.

(24/29) RESOLVED: that:

(a) the update be noted.

(b) the supplier of the basket swing be contacted regarding the Rospa Inspection Report findings and be asked to investigate and respond to the comments.

(c) the approach to remove the feature pencils and reinstate the wet pour be approved.

(d) options for an alternative way to display the names of the children listed on the feature pencils be considered at Finance Committee.

8. Cheshire West and Chester Councillors' updates

CWAC Councillor Gibbon updated:

- The CWAC Council meeting had taken place on 16 May 2024.
- There had been a debate around services for people with Special Educational Needs & Disabilities (SEND). The Council had decided to undertake a peer review within 18 months and would agree an Action Plan at a future meeting.
- A motion to encourage use of peat free products had been supported.
- Ward Members' budgets were now open for applications. Each Member had £5k to allocate.
- There was £185m available following the withdrawn HS2 scheme and plans were being progressed as to how to allocate this funding. There was no new scheme for Winnington Bridge at the current moment.
- The gullies and grids interactive map was now available online. Parish Councillors agreed to monitor the grids and gullies within their own street allocations.
- Overgrown areas by junctions – 2 areas had been reported where visibility was impinged. Any areas identified could be reported to Cllr Gibbon who would pursue a resolution.
- Crow Nest Lane – Cllr Gibbon had requested Enforcement Officers visit this location. An officer had visited the site and the landowner was required to reinstate the land once any works were completed. She had also asked a question at full Council about the number of enforcement cases in the Marbury Ward and had requested a list of open enforcement cases by Ward. Members were encouraged to report any fly tipping.

- There were a high number of outstanding claims for damage to vehicles caused by potholes. Members said they felt that there was not always early notice of highways works and signage was sometimes poor. Members queried whether the project costs of highways works included cost of barriers, noting that a high number had been dropped off during recent works in Comberbach but few had been used. The Chairman agreed to provide information to Cllr Gibbon so that she could raise this with CWAC.

9. Highways and Streetscene

9.1 Speed Indicator Device (SID) – Members discussed purchasing new SIDs that would show the actual speed a vehicle was travelling rather than the speed limit. Councillor Cameron had sought information from 3 companies and the indicative cost was around £3.5 - £4k. The Chairman noted that CWAC maintained the current SIDs and queried whether the Parish Council would become responsible for maintenance should new SIDs be purchased; this would then incur ongoing costs. It was agreed to raise a query with CWAC about whether the current SIDs could be updated and whether the maintenance could remain with CWAC if updated.

9.2 Flooding actions – CWAC Cllr Gibbon had shared the findings from a CWAC scrutiny review of flooding. This included that officers should engage and liaise with Parish Councils.

9.3 Help from CWAC Councillors – CWAC Cllr Gibbon had emailed the Clerk to offer help with any tidying activities. Members thanked Cllr Gibbon for the offer which would be borne in mind.

9.4 Marbury Road resurfacing – it was noted that the 3 grids by Poplar Cottages were now showing water but no debris; the grids would be reported on the online system.

9.5 Report It function – CWAC Cllr Gibbon had confirmed that the Report It system was now live.

9.6 Members were updated on the background to the continuous water link on Gibb Hill which had been reported to United Utilities by CWAC Highways in March. The road was in Antrobus Parish and Members agreed to support a joint letter from Comberbach and Antrobus Parish Councils to the Chief Executive of United Utilities regarding the lack of action to resolve the issue which was causing a delay to resurfacing works.

9.7 CWAC grass cutting schedules – Members queried whether grass cutting included strimming around street furniture; this would be raised with the Ward Members.

9.8 10k Race – the Parish Council had been notified that a 10k race was taking place and part of the route included Comberbach; temporary road closures would be in place.

(24/30) RESOLVED: that

(a) The Clerk contact CWAC Highways regarding whether the current SIDs could be updated and whether the maintenance could remain with CWAC if an update took place.

(b) The findings from the Scrutiny Review of Flooding be noted and the situation be monitored regarding whether contact is made with the Parish Council.

(c) Antrobus Parish Council be requested to consider a joint letter to the Chief Executive of United Utilities regarding the unacceptable delay in addressing the water leak on Gibb Hill

(d) The Clerk contact the Ward Members to ask that they seek information on whether grass cutting includes strimming around street furniture.

10. Accounts and financial matters

10.1 The minutes of the meeting of Finance Committee held on 24 April were noted.

10.2 Annual Governance and Accountability Return 2023/24 – the Council considered the following:

(a) the Internal Auditor's Report. The auditor had made no comments.

(b) the Annual Governance Statement

(c) the Accounting Statements

(d) the publication period.

10.3 The Insurance cover for the year was £829.66 which was a 4.6% increase; the council was in year 3 of a 5-year deal and compared favourably with the budget amount of £1,188. Members suggested checking the policy to ensure the cover remained appropriate.

10.4 Membership and appointments – the Council considered a report on appointments to various Council committees and outside bodies.

10.5 External appointments – the Council approved the appointments of JDH Business Services for internal audit and Shires for payroll services, up to the end of May 2025.

10.6 The accounts for 30 April 2024 were listed in Appendix 1

10.7 The Council approved a payment to Shane Ross of £60 for assisting with the installation of the zip line legs.

10.8 The list of payments was in Appendix 2.

10.9 The Council considered and approved annual subscriptions to Cheshire Association of Local Councils (Chalc), CPRE and Mid-Cheshire Footpath Society.

(24/31) RESOLVED: that:

- (a) The minutes of Finance Committee held on 24 April be received and noted.
- (b) The Annual Governance Statement be agreed.
- (c) The Accounting Statements be approved.
- (d) The dates for the period of the exercise of public rights from 3 June – 14 July be noted.
- (e) The insurance premium for the current year be noted.
- (f) The Terms of Reference for Finance Committee were approved.
- (g) The membership of Finance Committee be confirmed as Councillors Briggs, Cameron, Johnston, McDermott and Ryder
- (h) The Terms of Reference for Staffing Committee be approved.
- (i) The membership of Staffing Committee be confirmed as Councillors Ryder (Chairman), Cameron and Johnston
- (j) The arrangements for dealing with Planning applications be confirmed:

The current arrangements are that 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 Committee.

(k) The membership of Planning Committee be confirmed as Councillors R Chandler, J Darwin, R Holt and J Ryder

(l) The following representatives be appointed:

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

- Police Liaison – Councillor Chandler
- School Liaison – Councillor McDermott
- Litterpick – Councillor Johnston

(m) The appointment of JDH Business Services for internal audit and Shires for payroll services be approved, up to the end of May 2025.

(n) The accounts in Appendix 1 with a balance of £29,599.53 and £28,616.42 in reserves be noted.

(o) The list of payments in Appendix 2 be approved including a payment of £60 to Shane Ross for installation of the zip wire legs.

(p) The annual subscriptions to Chalc, CPRE and Mid-Cheshire Footpath Society be approved.

11. Projects

11.1 D Day Commemorations

The Council discussed commemorations for the 80th Anniversary of D Day.

On 6 June there would be a national lighting of beacons; the beacon had been adapted to read Comberbach so it could be used on other occasions in the future. Local resident Mr John Hardy had been invited to attend and had agreed attendance from 8.30pm in the small room at Comberbach Memorial Hall to talk about his remembrances of D Day as a child. He would then attend at the War Memorial to read out the names of those who died during the War prior to the Beacon being lit. A draft Risk Assessment was considered. Those who wished to watch the Beacon would be on the public footpaths or by the Bowling Green – the area around the Beacon would be taped off for safety.

On Sunday 9 June an event would take place at the Memorial Hall from 2.00pm – 4.00pm. The Barnton Silver Band would perform. Sandwiches, cake, tea and coffee would be provided free of charge. The hall would be decorated. A number of residents had provided photos of Comberbach and these would be displayed.

The Bowling Club had offered to open the Bar if guests wished to purchase alcoholic drinks and watch the Band from outside the Club, subject to the weather.

The draft Risk Assessment was considered.

The RFO would check insurance cover.

The events had been publicised in the Comberbach Village News. Members agreed to produce a leaflet for all households to promote the events, Members agreed they would hand deliver the leaflet.

(24/32) RESOLVED: that:

- (a) The arrangements for the D Day commemorations be approved
- (b) The Risk Assessments for both events be approved.
- (c) The Vice Chairman, Councillor Johnston, will read the International Tribute.
- (d) The Clerk be granted delegated powers to agree any further details in consultation with Members; a D Day Working Group comprising all Members will be set up for this purpose.

12. Planning

12.1 Planning decisions were listed in Appendix 3

12.2 There were no enforcement matters.

(24/33) RESOLVED: That the update be noted.

13. Correspondence

The list of correspondence had been circulated.

(24/34) RESOLVED: that the correspondence be noted.

14. Representative Reports

- Comberbach Fete – the Chairman reported that the Sundowner event had been very successful.
- Comberbach Memorial Hall Management Committee – nothing to update.
- Police Liaison – the latest PCSO report had been circulated. Councillor Chandler referred to the SID data which was when the SID had been located on Senna Lane; it showed the average speed was 20.7 in a 20mph zone with the highest being 45mph.
- School Liaison – Councillor Cameron referred to a vehicle that regularly parked on the pavement during school drop off; he had reported this to the CEO of Comberbach School who agreed to try to resolve. It was also agreed to mention it again to the PCSO. Councillor McDermott said the school were going to publicise the issue of considerate parking using the new banner which had been funded by the Parish Council.
- Litterpick – nothing to update.
- Bowling Club – nothing to update.

15. Exclusion of Public and Press – Part 2

(24/35) 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.

16. Comberbach Achievement Award

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

(24/36) RESOLVED: That the recipient of the Award be approved as discussed at the meeting.

The Meeting closed at 9.00pm.

The next meeting of Comberbach Parish Council will be on Tuesday 9 July 2024 at 6.45pm.

Signed Chairman

Appendix 1 Accounts for 30 April 2024

Current account	£29,599.53	Reserve	£28,616.42
Cash book	£58,215.95	Reconciliation:	0

Appendix 2 Payments

Item	Amount	Power
Playsafety Ltd – ROSPA inspection inv 78654	£122.40	LGA 1972 s 111
NBB Outdoors – Inv 4052220, replacement bench	£448.20	LGA 1972 s 111
BWP Creative Ltd – gov.uk domain, inv 2807	£105.60	LGA 1972 s 111
Zurich Municipal – Insurance 24/25	£829.66	LGA 1972 s 111
Shane Ross – Zipwire legs replacement	£60.00	LGA 1972 s 111
Clerk – expenses – virus protection for 2 x laptops; printer ink; mileage	£151.29	LGA 1972 s 111
Chalc subscription	£285.38	LGA 1972 s 111

Pre-Authorised Payments

Item	Amount	Power
PAP2324 – R Chandler, zipwire legs transport	£200.00	LGA 1972 s 111
PAP2325 – Acton Marquees, Fete deposit	£540.00	LGA 1972 s 111
PAP2326 – Synchroprint, inv 6168, CVN March	£232.32	LGA 1972 s 111

PAP2327 – Barnton Silver Band, D Day deposit	£87.50	LGA 1972 s 111
PAP2401 – HMRC, PAYE Q4 23/24	£305.00	LGA 1972 s 111
PAP2402 – JDH Business Services, Int Audit 23/24	£330.00	LGA 1972 s 111
PAP2403 – Mid Cheshire Footpath Soc, subs 24/25	£8.00	LGA 1972 s 111
PAP2404 – Shane Ross, Pencils removal	£100.00	LGA 1972 s 111
PAP2405 – Shires Accountants, payroll 24/25	£312.60	LGA 1972 s 111
PAP2406 – SLCC, RFO Subs 24/25	£80.00	LGA 1972 s 111
PAP2407 – Bounceback inv 0008, wetpour repair	£1,200.00	LGA 1972 s 111
DD – Tesco Mobile, Jan 24	£7.50	LGA 1972 s 111
DD – Tesco Mobile, Feb 24	£7.50	LGA 1972 s 111
DD – Tesco Mobile, Mar 24	£7.50	LGA 1972 s 111
DD – Babble, MSOffice license Jan 24	£21.43	LGA 1972 s 111
DD – Babble, MSOffice license Feb 24	£21.43	LGA 1972 s 111
DD – Babble, MSOffice license Mar 24	£23.50	LGA 1972 s 111
DD – Babble, MSOffice license Mar 24	£23.50	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
23/00251/FUL <u>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</u> 22 Cogshall Lane	6 March 2023	Awaiting decision
23/03026/FUL - Conversion of an existing stable block into guest accommodation, a domestic study and a security office. Conversion of an existing manage into an all weather sports pitch. Relocation of an existing garden maintenance shed. Construction of a new gym. Construction of a garage. Associated external works., Cogshall Hall, Senna Lane Also an application for Listed building consent	26 September 2023	Awaiting decision
24/00172/FUL <u>Rear dormer extension and alterations to loft conversion to include new rooflight.</u> - 39 Senna Lane Comberbach	22 January 2024	Approved
24/00177/FUL - <u>Two storey, part single storey side extension, single storey rear extension, front canopy porch and detached garage to replace existing.</u> 18 Senna Lane Comberbach	23 January 2024	Awaiting decision
24/00342/FUL <u>Proposed single storey side and rear extension</u> - 5 Broadacre Comberbach	20 February 2024	Approved
24/00433/S73 Single storey side extension and single storey rear extension - This application is to vary condition 3 (materials) of planning permission 22/04625/FUL to to add partial render finish to the front and rear elevations – 12 Cogshall Lane Comberbach	13 February 2024	Approved

24/00543/FUL - Conversion of existing garage to create home office and first floor extension - 1 Hough Lane Cottages, Comberbach	20 February 2024	Withdrawn
24/00595/FUL - Relocation of existing equine building and the siting of a new stable block with access track and hardstanding area Land Off Senna Lane, Comberbach	26 February 2024	Awaiting decision
24/00785/TPO - 1x Small Ash - Request to fell due to dieback and close proximity to fence, 1 Kennelwood Road	14 March 2024	Approved