

COMBERBACH PARISH COUNCIL – ANNUAL MEETING

TUESDAY 13 MAY 2025

Dear Councillor

You are summoned to attend the Annual Meeting of Comberbach Parish Council to be held on Tuesday 13 May 2025 at 6.45pm at **Comberbach Memorial Hall**.

DJ French

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 2025 - 26

To appoint a Chairman for the ensuing year.

2. Apologies for Absence

To receive and approve apologies for unavoidable absence.

3. Appointment of Vice Chairman 2025 - 26

To appoint a Vice Chairman for the ensuing year.

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

5. To approve the minutes of the meeting of the Parish Council held on 11 March 2025 (attached)

6. Progress reports and updates

6.1 The Resilience Plan has been submitted to the Joint Emergency Planning Team

6.2 The Defib session took place on 22 March – to consider any feedback.

7. Cheshire West and Chester Councillors updates

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To consider any updates from CWAC Councillors.

8. Recreation Area & Pump Track

8.1 To consider the annual Rospa inspection report conducted in April 2025 and any other inspection reports since the last meeting

8.2 To consider a project to replace the infant slide unit at the Recreation Area and to discuss potential funding sources

9. Highways and Streetscene

9.1 Highways and pothole repairs – to consider the response from the CWAC Head of Highways to issues raised regarding highways and pothole repairs

9.2 Replacement sign on Hough Lane – to consider any update on the damaged signs that were reported in April 2024

9.3 Speed Indicator Device – to consider the latest SID data.

10. Accounts and Financial Matters

10.1 Finance Committee minutes

To note the minutes from Finance Committee held on 15 April (attached)

10.2 Quarter 4 budget review

To consider the Quarter 4 budget (attached) and approve the transfer of £8,000 to the savings account

10.3 Annual Governance and Accountability Return 2024/25 – to consider the following:

(a) the Internal Auditor's Report

(b) the Annual Governance Statement

(c) the Accounting Statements

(d) the publication period.

10.4 Bank signatories

To consider an amendment to the current bank signatories to reflect current membership and roles

10.5 Insurance cover for the year 2025 – 26

To note that the renewal this year is £710, which is a decrease on the previous year. This is year 4 of a 5-year deal and compares favourably with the budget amount of £900

10.6 Membership and Appointments

To consider the attached report.

10.7 External appointments

To approve JDH Business Services for Internal Audit and Shires for Payroll Services for the period up to end May 2026

10.8 To note the accounts for 30 April 2025 in Appendix 1

10.9 To approve the payments list in Appendix 2.

11. Projects

11.1 VE Day 80th Anniversary – 8 May 2025

To consider any feedback from the event on 8 May 2025 and approve any expenditure

11.2 Men in Sheds

To consider exploring the possibility of a Men in Sheds project in Comberbach

11.3 Hopyards Bridge

To consider the current position with the project for a replacement for Hopyards Bridge

12. Planning

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

12.2. To consider the enforcement matter raised with CWAC on 6 November 2024 and whether there is any progress

12.3 To consider any new Enforcement matters.

13. Correspondence

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

14. Representative Reports

To consider updates from Councillor representatives:

- Comberbach Memorial Hall Management Committee – Cllr McDermott
- Police Liaison – Cllr Chandler and the latest update from the PCSO Di Wiggins is attached
- School Liaison – Cllr McDermott
- Fete Committee – Cllr Ryder
- Bowling Club – Cllr Ryder

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

15. Comberbach Achievement Award

To consider the recipient of the award for 2025

16. Pickleball

To consider whether there are options for a pickleball facility in the village

Date of next meeting – Tuesday 15 July 2025 at 6.45pm

Appendix 1 Accounts for 30 April 2025

Current account	£38,762.26	Reserve £28,916.95
Cash book	£67,679.21	Reconciliation: 0

Appendix 2 Payments

Item	Amount	Power
CHALC – Subscription 25/26	£296.79	LGA 1972 s 111
MCFS – Subscription 25/26	£8.00	LGA 1972 s 111
SLCC – RFO Subscription 25/26 Inv MEM253942-1	£80.00	LGA 1972 s 111
Shane Ross – Gate installation, Inv 25	£78.75	LGA 1972 s 111
JDH Business Services – Int Audit Apr 25 Inv 5113	£348.00	LGA 1972 s 111
Playsafety Ltd – ROSPA inspection Inv 87375	£124.80	LGA 1972 s 111

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Shires – Payroll Services 25/26 Inv SHI-2739	£361.80	LGA 1972 s 111
Parish Noticeboard Co – Gibb Hill n/b Inv 11934	£732.00	LGA 1972 s 111
Zurich Municipal – Insurance 25/26 Inv 544179772	£709.96	LGA 1972 s 111
J Ryder – reimburse SID batteries (Plymouth Battery Centre Inv 32597)	£171.12	LGA 1972 s 111
D French – Expenses to 03/05/25	£142.44	LGA 1972 s 111

Pre-Authorised Payments

Item	Amount	Power
PAP2421 - HMRC, PAYE Q4	£317.60	LGA 1972 s 111
PAP2422 – Synchroprint, CVN Mar 25	£232.32	LGA 1972 s 111
PAP2501 – J Ryder, maintenance costs	£302.27	LGA 1972 s 111
DD – Babble, MS Office license Jan 25	£23.50	LGA 1972 s 111
DD – Babble, MS Office license Feb 25	£23.50	LGA 1972 s 111
DD – Babble, MS Office license Mar 25	£23.50	LGA 1972 s 111
DD – Babble, MS Office license Apr 25	£23.50	LGA 1972 s 111
DD – Tesco Mobile, Dec 24	£7.50	LGA 1972 s 111
DD – Tesco Mobile, Jan 25	£7.50	LGA 1972 s 111
DD – Tesco Mobile, Feb 25	£7.50	LGA 1972 s 111
DD – Tesco Mobile, Mar 25	£7.50	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	Wed 22 Dec 2021	Awaiting decision

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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
25/00071/FUL - Single storey side extension, front canopy porch, alterations to window/door openings, partial cladding/render finish to elevations – 5 Broadacre	3 February 2025	Awaiting decision
25/00751/TPO – felling of oak, 11 Reedsmere Walk	7 March 2025	Awaiting decision
25/00823/FUL – single storey rear extension, The Croft	14 March 2025	Awaiting decision