

COMBERBACH PARISH COUNCIL

TUESDAY 15 SEPTEMBER 2026

Dear Councillor

You are summoned to attend the meeting of Comberbach Parish Council to be held on Tuesday 15 September 2026 at 6.30pm 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 6.30pm and the formal agenda below will start after that. If anyone wishes to raise a topic at the meeting they are requested to notify the Clerk three days in advance of the meeting date to enable any research to be carried out. The period of public participation may be extended at the discretion of the Chairman.

AGENDA

1. Apologies for Absence

To receive and approve apologies for unavoidable absence.

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

3. To approve the minutes of the meetings of the Parish Council held on:

(a) 14 July 2026 (attached)

(b) 13 August 2026 (attached)

4. Progress reports and updates

4.1 To note whether any Fingerpost signs have been reported to CWAC Highways.

4.2 The BT Exchange site has now been tidied up.

4.3 To note any updates on members action on overgrown bushes from residential properties that impact footpaths.

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4.4 To note that regarding the pizza van issue on the car park, the approved current pizza vendor was kept informed and the community Facebook administrators and Memorial Hall committee were contacted to improve awareness of any future issues.

5. Cheshire West and Chester Councillors updates

5.1 To consider any updates from CWAC Councillors.

6. Recreation Area & Pump Track

6.1 To consider any inspection reports since the last meeting (attached)

6.2 To consider the purchase of gravel to top up the footpaths, the cost to be outlined at the meeting.

6.3 To consider a quote for jet washing the Recreation Area (in part 2).

6.4 To consider a quote for repairs to the wet pour safety surfacing (in part 2) and any other options

7. Highways and Streetscene

7.1 Gullys and highway maintenance

To consider any further response from the CWAC Head of Highways to issues raised regarding 3 specific gullys and also about weed spraying; along with any further issues on various CWAC highways and general maintenance schedules in the village.

7.2 Members Items:

(a) Restoring tarmac after roadworks – Councillor Briggs.

(b) Additional planter at the village entrance – Councillor McDermott

(c) Horse droppings on Freshfields – Councillor McDermott

7.3 Speed issues

(a) Speed Indicator Device – to consider:

- the latest SID data from The Avenue.

- a named person or rota to fix the SID in place on alternate months and deliver it to Anderton with Marbury Parish Council each time including ensuring the battery is charged. To confirm who will download the data.

(b) To consider progress with roundels at entrances to the village to remind drivers of the speed limit.

7.4 To consider a quote for additional maintenance work in the village (part 2)

8. Accounts and Financial Matters

8.1 To note the accounts for 31 August 2026 in Appendix 1

8.2 To approve the payments list in Appendix 2.

8.3 To note the salary award as advised by the National Association of Local Councils

8.4 Appointment of RFO

Following the appointment of Nicola Clarke to the post of RFO from 1 August 2026, to consider and approve:

(a) the purchase one 15.6" Dell laptop, Intel Core, 512 GB at a cost of £629.00, plus any additional requirements such as chargers to a maximum cost of £750.00. Anti-virus will be included with the current policy which covers the Clerk's laptop and allows additional users.

(b) the purchase of one sim free phone (Samsung Galaxy A16) to a maximum cost of £150. The sim will be provided by Tesco Mobile, to be added to the current Tesco Mobile contract for the Clerk.

(c) SLCC membership for the RFO at a cost of £84 per annum plus a joining fee of £5.00 (membership fee is based on salary)

8.5 To note that the VAT reclaim has been submitted for transactions up to 31 July – the sum of £4,819.56 has been reclaimed.

8.6 To consider the report of the External Auditor (attached).

9. Issues and Projects

9.1 Lamppost Poppies for Remembrance

To consider whether to purchase additional lamppost poppies or Remembrance Tommies:

[Royal British Veterans Enterprise | Remembrance Tommy Lamp Post Sign](#)

9.2 Christmas celebrations in the village

To consider any further information on this matter including support towards Christmas lunches.

9.3 CWAC Town and Parish Council conference

To discuss attendance at the conference on 30 September.

10. Planning

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

10.2 To consider any new Enforcement matters.

10.3 Changes to local authorities' determination of planning applications

To note the information shared by CWAC Cllr Lynn Gibbon on 8 September.

10.4 CWAC Local Plan scoping exercise

To consider the scoping exercise from CWAC about the Local Plan, which relates to what the plan should cover and how people should be involved as it is prepared.

The consultation will be open between 9am on Monday 7 September and 5pm on Monday 28 September 2026.

[Cheshire West and Chester Local Plan – Scoping Consultation](#)

To note that this consultation is not asking for sites. There will be a separate, targeted call for sites later in 2026.

10.5 Planning issues in Comberbach

To consider engaging a consultant /expert to advise the parish council on planning matters including whether the parish council can protect certain areas and features in the village along with clarifying the definition of 'grey belt' to help inform future decisions.

11. Correspondence

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

12. Representative Reports

To consider updates from Councillor representatives:

- Comberbach Memorial Hall Management Committee – Cllr McDermott

- Police Liaison – Cllr Chandler. To note the updates received from the PCSO (attached).
- School Liaison – Cllr McDermott
- Fete Committee – Cllr Ryder
- Bowling Club – Cllr Darwin

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

13. Recreation Area quotes

- (a) To consider a quote to clean the Recreation Area (to follow)
- (b) To consider a quote for wet pour repairs along with other options (to follow)

14. Additional maintenance work in the village

To consider the quote (to follow)

15. Resignation of Stephen Penwill, RFO

As agreed at the parish council, Stephen Penwill, will continue in post until October to enable a full handover to take place. To consider and approve:

- (a) that the RFO can remain in post till 21 October 2026 to enable him to attend Finance Committee with the new RFO and assist with any follow-on work.
- (b) that the RFO can purchase his parish council laptop at a cost of between £450 and £550 based on indicative costs on a selling site.

16. Registering land in the ownership of the parish council

To note the current position

Date of next meeting – Tuesday 24 November 2026 at 6.30pm

Appendix 1 Accounts for 31 August 2026

Accounts to 31 August 2026

	Current A/c	Savings A/c	Total
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Santander	31,519.28	2,219.84	33,739.12
Unity Trust	79.40	25,237.07	25,316.47
Total	31,598.68	27,456.91	£59,055.59

Appendix 2 Payments

Item	Amount	Power
PKF Littlejohn – External audit fee	£252.00	LGA 1972 s.111
J Ryder – repair items	£30.64	LGA 1972 s.111
Synchroprint – newsletter printing	£278.78	LGA 1972 s.111
Northwich Town Council – play inspection	£90.00	LGA 1972 s.111

Receipts

Item	Amount	Power
HMRC Vat claim	£4,819.56	LGA 1972 s.111

Pre-Authorised Payments

Item	Amount	Power
PAP2601 – DM Payroll Services, Inv 5245	£208.80	LGA 1972 s.111
PAP2602 – Barnton Band deposit & final payment	£300.00	LGA 1972 s.111
PAP2603 – Acton Marquees, Inv 3026	£2,097.60	LGA 1972 s.111
DD – ICO Annual Fee	£47.00	LGA 1972 s.111
DD – Babble, MS Office License June 26	£25.46	LGA 1972 s.111
DD – Babble, MS Office License July 26	£25.46	LGA 1972 s.111
DD – Tesco Mobile, Junel 26	£8.42	LGA 1972 s.111
DD – Tesco Mobile, July 26	£8.42	LGA 1972 s.111
DD – Unity Trust account Fee Sept 26	£7.00	LGA 1972 s.111

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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
26/01476/OUT – outline application for residential development for up to 9 units, land at Shrubbery Cottage, Cogshall Lane	28 May 2026	Awaiting decision
26/01134/FUL - Demolition of single garage and construction of single storey side extension, Woodcroft, Marbury Road	4 June 2026	Approved
26/01709/FUL - Replacement office and storage/workshop buildings, provision of additional parking area and removal of 1 no. existing polytunnel greenhouse, Evergreen, Cogshall Nursery, Hough Lane	5 June 2026	Awaiting decision
26/01999/FUL – addition of dormers to front and rear of existing garage to create home office and ancillary accommodation for elderly relative – 1 Hough Lane Cottages	30 June 2026	Awaiting decision

26/02328/FUL – demolition of existing garage. Single storey side and rear extensions, first floor extension. Alterations to windows and doors and widening of drive way entrance wall and installation of new gates, 41 Senna Lane.	27 July 2026	Awaiting decision
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