



**COMBERTON
PARISH COUNCIL**

COMBERTON PARISH COUNCIL

To All Members of the Comberton Parish Council:

You are summoned to attend the Comberton Parish Council Meeting, to be held on:

Wednesday 21st May 2025, at Comberton Village Hall, at 7.30pm.

The meeting is open to members of the public.

Jessie Brewer

Jessie Brewer - Clerk and Proper Officer

AGENDA

25-26/1 To elect a Chairperson

1.1. Chairperson to Sign Declaration of Acceptance of Office of Chairman

25-26/2 To elect a Vice-Chairperson

25-26/3 To receive apologies for absence

25-26/4 To receive declarations of interests from councillors on items on the agenda – (2 minutes)

25-26/5 County and District Councillor reports – (5 minutes)

25-26/6 Public participation – (15 minutes)

At the close of this item, members of the public will no longer be permitted to address the Council unless invited to do so by the Chairperson. This is limited to 3 minutes per speaker.

25-26/7 Approve minutes of the Annual Parish meeting held on 8th May 2024 (2 minutes)

25-26/8 Approve minutes of the meeting held on 9th April 2025

25-26/9 Matters arising (for information only) – (5 minutes)

25-26/10 EWR – (10 minutes)

25-26/11 Planning matters – (5 minutes)

25-26/12 To consider and approve the Standing Orders

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25-26/13 To consider and approve the Financial Regulations

25-26/14 To receive an update the mower

25-26/15 To discuss the erection of cabinet by City Fibre on corner of Swaynes Lane

25-26/16 Finance, procedure and administration – (5 minutes)

16.1. To approve payments as listed:

Ref	To Whom	Details	TOTAL
11185	Cambridgeshire Countryside Watch	Annual subscription	£ 85.00
304774	Beacon Water	Treatment contract March 24 - Feb 25	£ 866.40
	Comberton Library	Summer reading challenge 25	£ 150.00
128	N Banks	Reimbursement for paying for roundwork for cricket nets (M.A. Groundworks)	£ 520.00
24802	Community Heartbeat	Annual support cost	£ 162.00
	R Mister	Mileage for bought parts (28)	£ 12.60
5288	CAPALC	CiLCA training sessions	£ 450.00
9.843E+11	Three	Clerk phone bill - May 25	£ 10.00
5283	CAPALC	Diane sessions x 2.75	£ 82.50
2779	Acucert Limited	Adding external socket to pavilion	£ 2,704.80
	Canva Pro	Canva subscription	£ 13.00
	Scribe	Set up of account	£ 537.60
3591	RH Landscapes	April grasscutting	£ 1,136.10
	Staff pensions and NI	May NI PAYE	£ 276.41
2026-05-890	Simple Solutions	May payroll	£ 25.00
	Staff salaries	May salary 25	£ 1,622.77
CBC392	EDGE	Half term to April 25	£ 838.80
345075	Briar Security	Intruder alarm maintenance	£ 570.00
9983	Scribe	Account subscription	£ 42.00
	A Marsh	Reimbursements for fuel - mower	£ 58.17
	R Mister	Reimbursements for noticeboard repairs and weedkiller	£ 167.19
428	Gareth Venn	Installation of bench Swaynes Lane/Bush Close	£ 300.00
87812	ROSPA	Annual inspection of playground equipment	£ 355.20
	Thomann GmbH	Village Hall lights	£ 8,397.60
	EON	Pavilion electricity	£ 5.00
	Amazon	Lever arch files, dividers, plastic wallet	£ 21.58
INV05072025-Comb	St Ives Bouncy Castle	bouncy castle for summer festival	£ 275.00

16.2. To approve and sign the bank reconciliation (Cllr Page and Cllr Martin)

16.3. Proposal to pre-approve salaries, tax, NI and pensions

25-26/17 To assign councillors to working groups

17.1. To receive reports and updates from working groups and liaison managers for information:

- a) **Transport Working Group (Cllr Michel) – (2 minutes)**
- b) **Recreation Working Group (Cllr Marshall) – (5 minutes)**
- c) **Pavilion Working Group (Cllr Marshall) – (2 minutes)**
- d) **Finance Working Group (Cllr Page) – (5 minutes)**
- e) **HR Working Group (Cllr Martin) – (2 minutes)**
- f) **Sewage (Cllr Michel) – (5 minutes)**
- g) **Comberton Village College (Cllr Edwards) – (2 minutes)**
- h) **Meridian Primary School (Cllr Michel) – (2 minutes)**
- i) **Comberton Playgroup (Cllr Evanson) – (2 minutes)**
- j) **Police Liaison (Cllr Haslop) – (2 minutes)**

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k) Summer Party (Cllr Edwards) – (2 minutes)

17.1.k.1. Proposal to assign funds to the Parish Council stall

l) Comberton Shed (Cllr Banks) – (5 minutes)

m) Tree/Nature Recovery/Pond Working Group (Cllr Miles) – (10 minutes)

17.1.m.1. Proposal to assign a budget of up to £1000 for a lectern style board for the pond

25-26/18 Date of next meeting: 11th June 2025