



**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 11th June 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

25-26/19 Chair's welcome

25-26/20 To receive apologies for absence

25-26/21 To receive declarations of interests from councillors on items on the agenda – (2 minutes)

25-26/22 County and District Councillor reports – (5 minutes)

25-26/23 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.

25-26/24 Approve minutes of the meeting held on 21st May 2025

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

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

25-26/27 Finance, procedure and administration – (5 minutes)

27.1. To approve payments as listed:

JESSIE BREWER

Unity Trust Current			
£ 1,622.77	Salary	Staff salaries June 25	Unity Trust Current
£ 15.00	Purchase of key fob	Comberton Village Hall	Unity Trust Current
£ 1,136.10	Grass cutting	RH Landscapes	Unity Trust Current
£ 25.00	Payroll	Simple Solutions	Unity Trust Current
£ 308.88	First aid and medical cover for Summer Festival	St John Ambulance	Unity Trust Current
£ 1,365.09	Service, inspection and repair of mower	Marvall Services Ltd	Unity Trust Current
£ 49.99	Weedkiller reimbursement	Richard Mister	Unity Trust Current
£ 200.78	Reimbursement for scaffold poles - Summer Festival	Ben Brown	Unity Trust Current
£ 289.35	Reimbursement for summer festival items	Dan Edwards	Unity Trust Current
£ 10.00	Clerk phone bill	Three (H3G)	Unity Trust Current
£ 199.06	PAYE & NI	HMRC PAYE	Unity Trust Current
£ 27.73	Mower fuel reimbursement	Andrew Marsh	Unity Trust Current
£ 78.15	Pensions	NEST	Unity Trust Current
£ 42.00	Monthly Scribe subscription	Scribe	Unity Trust Current
£ 642.23	Extension cables for summer festival	Essential Supplies	Unity Trust Current
£ 120.00	Hay bales for summer festival	GT Farming	Unity Trust Current
MultiPay			
£ 3.00	Monthly Multipay fee	Lloyds	MultiPay
£ 6.99	Lanyards	Amazon	MultiPay
£ 13.00	Canva monthly subscription	Canva	MultiPay
£ 92.92	Food and drinks for annual meeting	Amazon	MultiPay
£ 13.99	Staple gun	Amazon	MultiPay
£ 11.99	Paper	Amazon	MultiPay

- 27.2. To approve and sign the bank reconciliation (Cllr Page and Cllr Martin)
- 27.3. To review the asset register
- 27.4. To review the internal audit
- 27.5. To review and approve Section 1 'Annual Governance Statement 24/25' of the Annual Governance and Accountability Return
- 27.6. To review and approve Section 2 'Annual Governance Statement 24/25' of the Annual Governance and Accountability Return
- 27.7. To confirm the dates of the period for the exercise of public rights 2024/25
- 27.8. To review Risk Assessment policy

25-26/28 To review the Playground (RoSPA) inspection report

25-26/29 To receive reports and updates from working groups and liaison managers for information:

- a) **Transport Working Group – (2 minutes)**
- b) **Recreation & Pavilion Working Group– (5 minutes)**
 - 29.1.b.1. To consider quotations for replacement tennis court nets
 - 29.1.b.2. To consider quotations for Bowls Club repair work
- c) **Finance Working Group – (5 minutes)**
- d) **Sewage – (2 minutes)**

JESSIE BREWER

- e) **Comberton Village College– (2 minutes)**
- f) **Meridian Primary School – (2 minutes)**
- g) **Comberton Playgroup – (2 minutes)**
- h) **Police Liaison – (2 minutes)**
- i) **EWR – (5 minutes)**
- j) **Summer Festival – (2 minutes)**
 - 29.1.j.1. Update of the run-through of the day
 - 29.1.j.2. Request for support with advertising the festival in neighboring villages
- k) **Comberton Shed – (5 minutes)**
- l) **Tree/Nature Recovery/Pond Working Group – (10 minutes)**
 - 29.1.l.1. To consider creating a seating area within Watts Woods
 - 29.1.l.2. To consider and authorise Swaynes Lane statue maintenance plan

25-26/30 Date of next meeting: 9th July 2025