



**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 12th November 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

06/11/25

AGENDA

25-26/88 Chair's welcome - (1 minute)

25-26/89 To receive apologies for absence – (1 minute)

25-26/90 To receive declarations of interests from councillors on items on the agenda – (2 minutes)

25-26/91 County and District Councillor reports – (5 minutes)

25-26/92 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.

25-26/93 Approve minutes of the meeting held on 8th October 2025 - (1 minute)

25-26/94 Matters arising (for information only) – (5 minutes)

25-26/95 Planning matters – (5 minutes)

25-26/96 Finance, procedure and administration – (5 minutes)

96.1. To approve payments as listed:

JESSIE BREWER

November 25 salaries	£1,861.53	Staff salaries
Bank charge	£6.00	Unity
Medical cover for festival	£308.88	St John Ambulance
Pensions	£100.84	NEST
Pavilion electricity	£5.00	E.ON
Monthly subscription	£42.00	Scribe
Grass cutting	£1,136.10	RH Landscapes
Clerk phone bill	£10.00	Three (H3G)
PAYE & NI	£300.59	HMRC PAYE
Payroll	£25.00	Simple Solutions
EDGE	£1,118.40	Comberton Baptist Church
Work to maple tree - land adjacent to 2 Harbour Ave	£588.00	Oakes and Watson
Engineer call out	£116.94	Briar Alarms
Cleaning items for pavilion	£32.38	Amazon
Shredder for clerks office	£26.99	Amazon
Paper and a5 folder for clerk	£12.27	Amazon
Monthly subscription	£13.00	Canva
Wooden stakes and tree ties	£36.98	Amazon
Pavilion water treatment	£891.60	Beacon Water Treatment
Pavilion internet	£28.99	County Broadband
Posters for Christmas event	£42.96	Printed.com
Verge cuts	£720.00	RH Landscapes
Fuel reimbursement	£28.12	Andrew Marsh
Traffic management services - Christmas event	£535.20	Chevron Traffic Management
New part for defib	£144.00	Community Heartbeat

96.2. To approve and sign the bank reconciliations for October 2025

25-26/97 To propose and agree on a new noticeboard location

25-26/98 Review updated quotes for noticeboard and bin installation

25-26/99 To review parish councils policies:

- 99.1. Code of Conduct
- 99.2. Publication Scheme
- 99.3. Freedom of Information
- 99.4. Safeguarding
- 99.5. Equality and Diversity
- 99.6. Data Protection
- 99.7. How to Complain
- 99.8. Training and Development
- 99.9. Community Engagement
- 99.10. Tree
- 99.11. Risk Assessment
- 99.12. Health and Safety
- 99.13. Employment

JESSIE BREWER

99.14. Grant

99.15. Recreation Ground

99.16. Councillor Co-Option

25-26/100 To receive reports and updates from working groups and liaison managers for information:

- a) Transport Working Group – (5 minutes)
 - 100.1.a.1. Update on Local Highways Improvement
 - 100.1.a.2. Update on 20mph
 - 100.1.a.3. Update on Greenways
- b) Recreation & Pavilion Working Group– (10 minutes)
- c) Finance Working Group – (10 minutes)
 - 100.1.c.1. To review the budget 26/27 docs and guidelines
- d) HR Working Group – (2 minutes)
- e) Sewage – (4 minutes)
 - 100.1.e.1. Update on sewage
 - 100.1.e.2. To decide on new lead for working group
- f) Comberton Village College– (2 minutes)
 - 100.1.f.1. To review the request from CVC for the usage of the recreation ground sports pitch
- g) Meridian Primary School – (2 minutes)
 - 100.1.g.1. Retrospective authorisation for the use of the recreation ground for Friendship Run
- h) Comberton Playgroup – (2 minutes)
- i) Comberton Village Hall – (2 minutes)
- j) Police Liaison – (2 minutes)
- k) EWR – (5 minutes)
- l) Comberton Shed – (5 minutes)
- m) Tree/Nature Recovery/Pond Working Group – (5 minutes)

25-26/101 Date of next meeting: Tuesday 9th December 2025