



**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:

Tuesday 9th December 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

04/12/25

AGENDA

25-26/102 Chair's welcome - (1 minute)

25-26/103 To receive apologies for absence – (1 minute)

25-26/104 To receive declarations of interests from councillors on items on the agenda – (2 minutes)

25-26/105 County and District Councillor reports – (5 minutes)

25-26/106 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.

25-26/107 Approve minutes of the meeting held on 12th November 2025 - (1 minute)

25-26/108 Matters arising (for information only) – (5 minutes)

25-26/109 Planning matters – (5 minutes)

25-26/110 Finance, procedure and administration – (5 minutes)

110.1. To approve payments as listed:

JESSIE BREWER

Total	Description	Supplier	Bank
£23.98	High-vis vests	Amazon	MultiPay
£43.99	Chocolates for Christmas event	Amazon	MultiPay
£28.07	Kids sweets and crafts for Christmas event	Amazon	MultiPay
£600.00	Cleaning of pavilion	Just Clean	Unity Trust Current
£1,861.33	Salaries - December 25	Staff	Unity Trust Current
£42.96	Posters for Christmas event	Printed.com	MultiPay
£342.99	Gazebo	Amazon	MultiPay
£386.64	Website hosting for 9/1/26-8/1/27	Parish Council Websites	Unity Trust Current
£107.40	Sign for road closure - Christmas event	SSP Direct	MultiPay
£25.00	Payroll	Simple Solutions	Unity Trust Current
£300.79	PAYE & NI	HMRC PAYE	Unity Trust Current
£13.00	Monthly subscription	Canva	Unity Trust Current
£10.00	Clerk phone bill	Three (H3G)	Unity Trust Current
£5.00	Pavilion electricity	E.ON	Unity Trust Current
£100.84	Pension	NEST	Unity Trust Current
£42.00	Monthly Scribe subscription November	Scribe	Unity Trust Current
£42.00	Monthly Scribe subscription December	Scribe	Unity Trust Current
£6.00	Bank charge	Unity	Unity Trust Current
£1,136.10	October cuts	RH Landscapes	Unity Trust Current
£20.00	Subscription for a month	Chat GPT	MultiPay
£28.99	Pavilion internet	County Broadband	Unity Trust Current

110.2. To approve and sign the bank reconciliations for November 2025

25-26/111 To agree on a noticeboard location

25-26/112 To consider co-option applications

25-26/113 To discuss a storage solution for Parish Council property

25-26/114 To receive reports and updates from working groups and liaison managers for information:

- a) Transport Working Group – (5 minutes)
 - 114.1.a.1. To agree on 4 locations for the moveable vehicle activated sign poles
- b) Recreation & Pavilion Working Group– (10 minutes)
 - 114.1.b.1. To discuss heating at the pavilion
- c) Finance Working Group – (10 minutes)
 - 114.1.c.1. To discuss the EDGE grant application
 - 114.1.c.2. To discuss any other applications to be included in the budget
 - 114.1.c.3. To review and approve the budget 26/27
 - 114.1.c.4. To approve the precept amount for 26/27
- d) HR Working Group – (2 minutes)
- e) Sewage – (4 minutes)
- f) Comberton Village College– (2 minutes)
- g) Meridian Primary School – (2 minutes)
- h) Comberton Playgroup – (2 minutes)

JESSIE BREWER

114.1.h.1. To discuss damage caused to playground equipment during Christmas event

114.1.h.2. To discuss donation request for replacing their external doors

- i) Comberton Village Hall – (2 minutes)
- j) Police Liaison – (2 minutes)
- k) EWR – (5 minutes)
- l) Comberton Shed – (5 minutes)
- m) Natural Environment Committee – (5 minutes)

25-26/115 Date of next meeting: Wednesday 14th January 2026