



**COMBERTON  
PARISH COUNCIL**

## **Full Council Meeting of the Parish Council**

Minutes of the June 2026, annual meeting of the Parish Council, held at the Comberton Village Hall, Wednesday 8th July 2026, at 7.30pm.

**Present:** Cllr Evanson, Cllr Marshall, Cllr Michel, Cllr Miles, Cllr Moffat, Cllr Bottrill, Cllr Harfoot, Cllr Banks.

Clerk – Jessie Brewer

**Meeting opened at:** 7:31pm

**Members of the public:** 2

Cllr Ariel Cahn

Jessie Brewer - Clerk and Proper Officer

*Jessie Brewer*

### **Minutes**

**26-27/ 48 Chairs welcome – (1 minute)**

**26-27/ 49 To receive apologies for absence – (1 minute)**

Cllrs Edwards, Page and Martin all sent their apologies. Cllr Michel proposed that these were accepted. Cllr Evanson seconded this and all were in favour.

**26-27/ 50 To receive declarations of interests from councillors on items on the agenda – (2 minutes)**

None received.

**26-27/ 51 County and District Councillor reports – (5 minutes)**

District report was sent to Councillors. This report is now available on the Comberton Parish Council website.

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**26-27/ 52 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.

One resident attended to discuss the Village Driving Help Scheme, which has been operating since 1974 and currently supports approximately 100 clients within the village by providing transport to hospital and medical appointments. The scheme is seeking a volunteer to assist with quarterly data entry. The Clerk was tasked with advertising the position on the Parish Council website. Cllr Michel will also promote the opportunity via the village WhatsApp group, and details will be included in the next edition of Contact magazine.

One resident attended to express concerns regarding potential lighting of the Multi-Use Games Area (MUGA). The Council advised that there is currently no proposal to install lighting and that the matter remains under investigation.

**26-27/ 53 To approve minutes of the Full Council Meeting held on 10th June 2026 - (2 minutes)**

Cllr Michel proposed that the minutes were approved with the amendments made during the meeting. Cllr Moffat seconded, and all were in favour. Cllr Harfoot and Cllr Marshall abstained due to absences from the previous meeting.

**26-27/ 54 Matters arising (for information only) - (5 minutes)**

It was noted that the Bands in the Park organising team are still seeking volunteers to assist with the event on the day.

**26-27/ 55 Planning matters - (5 minutes)**

It was noted that the next Planning Committee meeting would take place at 7:30pm on 15/07/26.

**26-27/ 56 Finance, procedure and administration – (5 minutes)**

56.1. To approve payments as listed:

| Recipient           | Tr                                          | Description | Total (incl. VAT) |
|---------------------|---------------------------------------------|-------------|-------------------|
| Staff salaries      | July 26                                     |             | £1,907.88         |
| PAYE, NI & Pensions | July 26                                     |             | £307.53           |
| Jessie Brewer       | Working from home allowance backpay to 2024 |             | £768.00           |
| Three               | June phone bill                             |             | £10.00            |
| Simple Solutions    | June 26 payroll                             |             | £36.25            |
| Scribe              | Monthly finance package                     |             | £42.00            |
| Canva               | June 26 subscription                        |             | £13.00            |
| Microshade          | Monthly invoice - June 26                   |             | £75.11            |
| Royal Mail          | PO Box annual fee                           |             | £499.80           |
| County Broadband    | June 26 internet pavilion                   |             | £28.99            |
| Playsafety          | ROSPA reports                               |             | £370.80           |
| Essential Supplies  | Power distribution box                      |             | £455.42           |
| First Aid Cover     | Bands in the Park first aid cover           |             | £350.00           |
| Will Bottrill       | Fuel reimbursement                          |             | £70.27            |
| Andy Marsh          | Fuel reimbursement                          |             | £33.60            |
| Lloyds              | Multipay monthly fee                        |             | £3.00             |
| Oakes and Watson    | Removal of dead elm tree, South Street      |             | £228.00           |
| Amazon              | Balls for MUGA                              |             | £80.20            |
| Amazon              | Ball rack for MUGA                          |             | £12.99            |
| Amazon              | Phone case for clerk work phone             |             | £8.99             |
| Rick Mister         | Wood reimbursement                          |             | £44.50            |
| Amazon              | Pushpins for noticeboard                    |             | £3.29             |
| E.ON                | Pavilion electricity April - June 26        |             | £99.10            |

Cllr Michel proposed that the payments were approved. Cllr Moffat seconded and all were in favour.

Clerk tasked with sending the councillors the maps for the grass cutting and the contract. Councillors will comment and feedback will be sent to Top Garden Services.

56.2. To approve and sign the bank reconciliation June 2026 (Cllr Page and Cllr Edwards)

**26-27/ 57 To review options for the new Comberton Parish Council logo - (5 minutes)**

The councillors considered the logos and were tasked with providing the Clerk with feedback.

**26-27/ 58 To review and authorise the Publication Scheme – (2 minutes)**

Cllr Moffat proposed that this was approved. Cllr Michel seconded and all were in favour.

**26-27/ 59 To receive reports, updates and proposals from working groups and liaison managers for information:**

a) EWR Working Group – (5 minutes)

It was noted that the consultation is now closed.

b) Transport Working Group – (3 minutes)

Mobile Vehicle Activated Sign (MVAS) locations: Installation of the MVAS poles is still pending. One pole will be located just south of Harbour Avenue.

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It was noted that Cllr Michel will contact the speed-watch volunteers to get the scheme re-started.

c) Recreation Working Group – (5 minutes)

59.1.c.1. To review the RoSPA report, and consider any potential actions or repairs.

Cllr Michel proposed that the Clerk was tasked with gaining quotes for anything that requires repairs or replacement. Cllr Bottrill seconded this and all were in favour.

It was noted that Cllr Bottrill is looking into the repair of the tennis courts door.

59.1.c.2. To consider whether to install a container/storage unit on the recreation ground and, if so, the available options.

Clerk tasked with creating a letter to inform residents, once the details have been confirmed.

Cllr Michel proposed deferring this item until a proposal, including a preferred location and further details, is available. The proposal was seconded by Cllr Miles. Cllrs Banks and Bottrill abstained, and all remaining councillors voted in favour.

d) Pavilion Working Group – (5 minutes)

No update.

e) Finance Working Group – (2 minutes)

No update.

f) Sewage – (2 minutes)

It was noted that Anglian Water is carrying out a full analysis of the village and communicating with residents.

g) Comberton Village College – (2 minutes)

No update.

h) Meridian Primary School – (2 minutes)

It was noted that all of their doors and windows are being replaced.

i) Comberton Playgroup – (2 minutes)

No update.

j) Police Liaison – (2 minutes)

No update.

k) Comberton Shed – (5 minutes)

Cllr Banks suggested organising a community event to promote the village's clubs and associations, giving residents the opportunity to learn more about them and speak directly with representatives. Cllr Banks and Cllr Marshall were tasked with looking into organising this.

l) Natural Environment Committee – (5 minutes)

It was noted that significant work is required in Watts Wood. Cllr Miles has been investigating the necessary works, and the Council will seek quotes from specialist contractors if the

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grass-cutting contractor is unable to undertake them.

m) Motion to Exclude Public and Press

In accordance with Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, the press and public be excluded from the meeting during the consideration of the following item(s) of business, as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

59.1.m.1. HR Working Group – (10 minutes)

59.1.m.2. To discuss Maintenance Officers appraisal

n) Motion to Re-Admit Public and Press

**26-27/ 60 Date of next meeting: 9<sup>th</sup> September 2026**

**Meeting ended at 9:00pm**

DRAFT

JESSIE BREWER