COMBERTON PARISH COUNCIL

Full Council Meeting of the Parish Council

Minutes of the Full Council meeting which took place on Wednesday 14th October 2026, at Comberton Village Hall, at 7:30pm.
In attendance: Cllr Miles, Cllr Page, Cllr Banks, Cllr Page, Cllr Evanson, Cllr Harfoot, Cllr Edwards, Cllr Michel, Cllr Martin

Cllr Cahn

Members of the public: 4

Jessie Brewer - Clerk and Proper Officer

Jessie Brewer

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Minutes

26-27/ 78 Chairs welcome

26-27/ 79 To receive apologies for absence

Apologies were received from Cllr Marshall. Cllr Martin proposed that the apology be accepted, and Cllr Michel seconded the proposal. All were in favour.

26-27/ 80 To receive declarations of interest from councillors on items on the agenda

Cllr Martin and Cllr Evanson declared interests in the item relating to the Scouts.

26-27/ 81 County and District Councillor reports

Cllr Cahn attended the meeting. His report is available on the Comberton Parish Council website.

26-27/ 82 Public participation

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.

A resident who owns the café raised concerns about parking and asked whether a solution could be explored. The resident also asked whether cycle stands could be installed in front of the shop. The matter was noted as one for Highways.

Three parents from Meridian Primary School raised concerns about speeding within the village and poor driver behaviour. They also raised concerns about vehicles parking on West Street,

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and how that impacts the patience of drivers.

26-27/ 83 To approve minutes of the Full Council Meeting held on 9th September 2026 - (2 minutes)

Cllr Michel proposed that the minutes be approved, and Cllr Moffat seconded the proposal. All were in favour. Cllrs Martin and Edwards abstained, having been absent from the meeting.

26-27/ 84 Matters arising (for information only)

It was noted that Cllrs Michel, Evanson and Harfoot had attended the Emergency Briefing.

26-27/ 85 To note the resignation of Councillor Bottrill and the resulting casual vacancy - (2 minutes)

The resignation of Cllr Bottrill and the resulting casual vacancy were noted. The Clerk confirmed that the vacancy had been advertised in accordance with the required procedure.

26-27/ 86 Planning matters

It was noted that a closed meeting had taken place to discuss forthcoming major planning applications.

26-27/ 87 Finance, procedure and administration

87.1. To approve payments as listed:

Recipient	Description	Total (incl. VAT)
Staff salaries	Oct 26	£1,970.99
PAYE, NI & Pensions	Oct 26	£430.18
Three	Monhtly phone bill	£20.00
Simple Solutions	Monthly payroll	£26.25
Scribe	Monthly finance package	£84.00
Canva	Monthly subscription	£26.00
Microshade	Monthly subscription	£150.22
True Speed	Pavilion internet - monthly subscription	£57.98
Amazon	Computer monitor	£19.99
Top Garden Services	August grass cutting	£728.00
E.ON	July - September 26 electricty	£184.96 (account still in credit)
Barriers Direct	Heavy duty parking post	£73.92
The Christmas Decora	Christmas tree for 2025 (late invoice)	£2,460.00

Cllr Martin proposed that the payments be approved, and Cllr Michel seconded the proposal. All were in favour.

87.2. To approve and sign the bank reconciliation for September 2026

Cllr Martin and Cllr Page signed the September 2026 bank reconciliation.

26-27/ 88 To consider the grant request from the Comberton Scouts for a donation towards their new trailer - (3 minutes)

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Cllr Michel proposed a grant of £500 to Comberton Scouts towards the cost of a new trailer. Cllr Miles seconded the proposal, and all were in favour. Cllrs Martin, Harfoot and Evanson abstained.

26-27/ 89 To consider allocating funds towards Remembrance Day arrangements and to approve the use of the Jeep on the pond (31st Oct - 1st Nov) - (2 minutes)

Cllr Martin proposed that use of the Jeep on the pond from 31 October to 1 November be approved. Cllr Harfoot seconded the proposal, and all were in favour. Cllr Martin then proposed allocating up to £500 towards the Remembrance Day arrangements. Cllr Harfoot seconded the proposal, and all were in favour.

26-27/ 90 To confirm response to Rights of Way Improvement Plan questionnaire – (5 minutes)

The Clerk was asked to request an extension to the deadline for responding to the Rights of Way Improvement Plan questionnaire. The item will be added to the November agenda.

26-27/ 91 To receive reports, updates and proposals from working groups and liaison managers for information:

a) EWR Working Group – (3 minutes)

No update was provided.

b) Transport Working Group – (7 minutes)

91.1.b.1. To consider the proposal for speed limiting measures on Barton Road/ West Road

The Clerk was asked to arrange for the Speedwatch equipment to be PAT tested.

Cllr Michel proposed asking the Greenways team to provide three sets of speed-reduction measures along Barton Road and West Street, at no cost to the Parish Council. Each set would comprise either speed cushions or speed bumps, subject to consultation with the emergency services. Cllr Martin seconded the proposal, and all were in favour.

c) Recreation Working Group – (15 minutes)

91.1.c.1. To consider the installation of a storage container next to the Pavilion on Comberton Recreation Ground and to agree to submit a planning application, if required

Cllr Edwards proposed that the Parish Council investigate a 40-foot storage container. All were in favour. Cllr Edwards also proposed that a small charge be applied to the rent of the space. Cllr Martin seconded the proposal, and all were in favour.

Cllr Edwards left the meeting at 8:15pm.
Cllr Edwards returned to the meeting at 8:55pm.

91.1.c.2. To consider and approve the proposed specification and location of the storage container

The specifics will be brought to the November meeting.

91.1.c.3. To consider quotes for treatment of the leatherjacket issue on the Recreation Ground pitches

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The Clerk was asked to check whether a biological treatment was available as an alternative to the chemical treatment, and to confirm its safety for other users and whether the pitches could remain in use following treatment. Cllr Martin proposed approving the quoted amount to have the treatment done, and Cllr Edwards seconded the proposal. All were in favour.

91.1.c.4. To consider quotes for installing rabbit fencing around the Recreation Ground pitches

Quotes will be brought to November meeting.

d) Pavilion Working Group – (5 minutes)

91.1.d.1. To propose a village consultation on pavilion development plan

It was noted that the pavilion plan was still being developed. A village consultation would be considered once the plan was further progressed.

91.1.d.2. To consider proposal for installation of heaters in the pavilion and to fix a failing ventilation fan

Cllr Edwards proposed that the installation of heaters and repair of the failing ventilation fan be approved, at a cost of £1662 plus VAT. Cllr Martin seconded the proposal, and all were in favour.

e) Finance Working Group – (2 minutes)

91.1.e.1. To provide an update on remaining S106, earmarked, and unallocated saving funds

An update was provided on the remaining S106 funds, earmarked funds and unallocated savings.

f) Sewage – (2 minutes)

No update was provided.

g) Comberton Village College – (2 minutes)

It was noted that the Comberton Village College band would perform at the Christmas Lights Switch-On event.

h) Meridian Primary School – (2 minutes)

No update was provided.

i) Comberton Playgroup

91.1.i.1. To confirm that the conditions of the grant funding have been met by Comberton Playgroup

Consideration of whether Comberton Playgroup had met the conditions of its grant funding was deferred to November.

j) Police Liaison – (2 minutes)

No update was provided.

k) Comberton Shed – (2 minutes)

No update provided.

l) Natural Environment Committee – (10 minutes)

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91.1.l.1. To discuss 29 Hillfield Road tree

Cllr Miles proposed that a letter be sent to the resident setting out the Parish Council's current position and the facts available regarding ownership of the tree. It was noted that the Parish Council is continuing to investigate ownership and has not yet reached a definitive conclusion. The letter would also advise the resident that they may arrange for an arborist to assess the tree and that, as the tree is subject to a Tree Preservation Order (TPO), they should check the relevant planning requirements before undertaking any works. Cllr Michel seconded and all were in favour.

91.1.l.2. To consider and approve the reallocation of the underspend from the tree survey budget to the tree works budget

Cllr Miles proposed reallocating the underspend from the tree survey budget to the tree works budget. Cllr Moffat seconded the proposal, and all were in favour.

m) HR Working Group – (5 minutes)

91.1.m.1. To resolve that, under the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for the following item(s) of business on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

91.1.m.2. To discuss the Clerks pay

It was resolved that the salary will now be: LC2 SCP26

91.1.m.3. To resolve that the press and public be readmitted to the meeting following consideration of the confidential item.

26-27/ 92 The next meeting will be held on 11 November 2026.

The meeting closed at 9:28pm.

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