



COMBERTON ANNUAL PARISH COUNCIL MEETING

Meeting information for May 10th 2023

23-24/17. Election of the Chair of the Parish Council

The Chairman and Vice Chair of the Parish Council must be elected as the first business of the Annual Parish Council Meeting.

23-24/18. Election of the Vice-Chair of the Parish Council

23-24/19. Apologies for Absence

None at the time of writing.

23-24/20. To receive declarations of interests from councillors on items on the agenda

All dispensation requests should be made to the Clerk, in writing, prior to the meeting as per Standing Orders 13d.

23-24/21. Public Participation – (15 minutes)

To allow members of the public 15 minutes to speak about items on the agenda, or else raise questions about other matters concerning them which may be including in future agendas. A response to questions raised can be made outside the meeting. No decisions can be made under this item.

23-24/22. County and District Councillor reports

Report published on the website from County Councillor Michael Atkins.

23-24/23. To approve the minutes of the meetings held on April 12th, 2023.

23-24/24. Matters arising (for information only)

Any matters arising from the time from the last meeting will be raised for information only. No decisions can be made under this section.

23-24/25. Review of Parish Council Standing Orders

The following policies and procedures are reviewed in every Annual Parish Council Meeting in May and are available online at [Policies and Standing Orders – Comberton Parish Council](#)

23-24/26. Review of Financial Regulations

23-24/27. Review of inventory of land and assets

23-24/28. Review and confirmation of arrangements for insurance cover

The Parish Council is currently insured with Gallagher and is on a three-year agreed contract, ending in September.

23-24/29. Review of the Parish Council subscriptions to organisations

23-24/30. Review of Parish Council's Procedures:

- 30.1** Dealing with the Press/Media
- 30.2** Review of Councils Employment Policy
- 30.3** Review of Councils expenditure under S137 of the Local Government Act 1972
The Parish Council spent £2,752.28 on grants to local organisations under S137. The total yearly amount for Comberton is £15,718.28 at £8.41 per elector.
- 30.4** Review of the Risk Assessment
- 30.5** Review of the Complaints Policy
- 30.6** Review of the Data Protection Policy and Freedom of Information

23-24/31. Setting the dates and time of ordinary meetings and the Annual Parish Meeting for 2023/24

23-24/32. To review and appoint members to the relevant committees and working groups:

Planning Committee
Recreation Ground Working Group
Finance Working Group
Tree Working Group
Pond Working Group

32.1 To approve the Planning Committee Terms of Reference

23-24/33. Planning Matters - To receive a report from the Planning Committee.

23-24/34. Finance, procedure and risk assessment

34.1 To receive the finance report and to approve the payment of accounts (list of invoices to be listed at the end of the agenda).

34.2 To review and approve Section 1 'Annual Governance Statement 2022/23' of the Annual Governance and Accountability Return.

34.3 To review and approve Section 2 'Accounting Statements 2021/22' of the Annual Governance and Accountability Return

The AGAR (Annual Governance and Accountability Returns) is prepared by the Clerk and signed and approved by the Internal Auditor. It is then approved and signed by the Parish Council before it is sent to the external auditor.

23-24/35. Consideration of assistance for the upkeep of Comberton Village Hall

The Parish Council agreed to discuss financial support for the Village Hall. The Chair of the Village Hall has advised the following:

- The annual building insurance has just been renewed for 2023/24 is £1,167.93 The contents insurance is a separate policy.
- The front gate to the car park needs wire brushing and repainting, there is enough paint left from doing the side wooden gates, purchased by the VH.
- The outside of the building will need repainting soon which will require scaffolding.
- The VH has replaced the front door and all the doors and windows on the South and West sides during the past 2 years. The windows on the North side will need replacing before too long.
- It would be considered fair if the PC pay the same as all other hirers for room hire.
- The heating system will be a large expenditure before long, we are considering options for changing the elderly oil boiler and looking at grants available for 'green energy' projects.

23-24/36. Discussion on the recent application from Endurance Estates - 23/01448/OUT - Land at Branch Road, Comberton. A hybrid planning application for the construction of an Integrated Retirement Community (IRC) of up to 200 extra care units (Use Class C2) with ancillary communal and care facilities and green space.

23-24/37. End of meeting