

MEETING OF CLOTTON HOOFIELD PARISH COUNCIL  
Monday 15<sup>th</sup> April 2024 followed directly after the Parish  
Meeting which started at 6.30pm  
at Duddon, Clotton and District Memorial Hall

**MINUTES**

**PRESENT**

Cllr Geoffrey Bibby, Cllr Charles Kinsey (Chair), Cllr J Nicholas, Cllr R Roberts, Cllr T Lush (Ward Councillor), Cllr T Cooper (Ward Councillor).  
Clerk: Mrs T Ryall-Harvey  
Public – 3

**ELECTION OF CHAIR AND VICE-CHAIR**

01. **RESOLVED:** that Cllr Kinsey be elected as Chair for 2024-25 – nominated by RR seconded by JN
02. **RESOLVED:** that Cllr Nicholas be elected as Vice-Chair for 2024-25 - – nominated by CK seconded by RR
03. **RESOLVED:** that the Acceptances of Office were signed.

**APOLOGIES** – Apologies were received and accepted from Cllr D Roberts due to work commitments.

**PARISH COUNCIL VACANCIES**

Following the uncontested election on 4<sup>th</sup> May and there currently being 3 vacancies. It was reported that nominations for co-option were being sought but none had been received since the last meeting.

**DECLARATION OF INTERESTS** – None raised.

**EXCLUSION OF PRESS AND PUBLIC**

The council agreed that there was nothing that required the exclusion of the press and public to be raised at this meeting.

**PUBLIC PARTICIPATION –**

A resident representing The Riddings attended the meeting following submitting a planning application as they were aware that the Parish Council had not been consulted in relation to this application. They were happy to answer any questions in relation to their application that the Parish Council had.

The residents representing the property Roselea and associated land that has recently been affected by flooding on Cinder Lane attended the meeting and reported that the road flooding had caused drains to collapse on their property, they felt that the problem was a bigger problem than just water off Cinder Lane onto their land, the residents were concerned that the water was initially coming across fields from Willington Lane. The resident also raised concerns about the fact that locally ditches were being allowed to be filled in.

Cllr Lush reported that there is no Highways Infrastructure on Cinders Lane, therefore he has written to LLFA who is suggesting a meeting, the resident suggested the date of 25<sup>th</sup> April.

**ACTION:** Cllr Lush to propose to LLFA a meeting on 25<sup>th</sup> April.

Paul & Julie Griffiths @ Roselea, Cinder Lane, Clotton Common, Tarporley.

**ACTION:** Cllr Lush to ask Highways to attend the meeting.

The resident also raised concerns about overgrown hedges at the junction of Wood Lane and the grid being blocked on Cinder Lane.

*Cllr Cooper (Ward Councillor) joined the meeting.*

Cllr Roberts raised concerns about Corkscrew Lane being flooded at Brook Cottage on Wednesday 10<sup>th</sup> April when the area experienced heavy rainfall and flooding by the Waterless Brook. It was suggested that this issue also be raised at the meeting with LLFA and Highways proposed for 25<sup>th</sup> April.

Cllr Lush reported that he had a meeting with Mr S Roberts who farms on A51 due to concerns with regards to flooding on A51 and following this he had write to Highways, but not yet received a response.

*Cllr Bibby joined the meeting.*

## **CORRESPONDENCE**

The clerk reported that the Parish Council had been contacted by Tarvin Athletic FC and requested if the Parish Council would be considering sourcing/funding the supply and installation of a defibrillator at the War Memorial Hall. It was suggested that this be brought up at the next War Memorial Hall Meeting.

**ACTION:** Cllr Nicholas to take forward with the War Memorial Hall Committee.

The Parish Council discussed an email received from a resident in relation to A51 concerns & issues they had. It was reported that a response to the resident had been sent and an invitation extended to them to attend this Parish Council meeting.

The Parish Council discussed an email received from a resident in relation to the A51 Road Report that was published in the Neighbourhood Plan. It was reported that a response to the resident had been sent inviting them to attend this Parish Council meeting.

## **MINUTES**

- 04. RESOLVED:** that the Minutes of the Parish Council Meeting held on 15<sup>th</sup> January 2024 were accepted as a true and accurate record and signed by the Chairman.

## **ACTIONS SINCE LAST MEETING**

ACTIONS still outstanding:-

- Clerk had emailed Maria Robert to raise her awareness of the issues on Corkscrew Lane and highlighted her lack of response to Gareth Owen, Team Leader Highways - Climate Adaptation Cheshire West and Chester Council and Ward Councillor Ted Lush.
- Emailed and chased twice the CWaC Wildflower Team in relation to the possibility of planting opposite Iddenshall or in Hoofield – still awaiting a response.
- Defibrillator - Cllr D Roberts to speak to owner of The Bulls Head to see if we could house a Defib Machine on site – wait until the site is re-opened and then review.

The following actions were completed since the last meeting:

- Clerk emailed Stephen Harrison and asked for an updated I relation to the fibre installation in the area and emailed all Parish Councillors with the update that was received.
- Clerk contacted the PCSO in relation to the recent road traffic accidents at the Junction of Wood Lane and Willington Lane and the PCSO was not aware of these.
- The Clerk circulated the agent contact details that assisted in the production of the Neighbourhood Plan around the Parish Councillors following the last meeting.
- Clerk wrote to 50p Shop to see if they would be interested in having an accessible defibrillator installed on their site.

Clerk has sought three quotes from local electricians in relation to the installation of the defibrillator:-

Badrock Electricals – declined to quote.

Max Woodcock Ltd – quoted £350 excluding VAT

Barlows UK Ltd – quoted £189.20 excluding VAT

**ACTION:** Request Barlows UK Ltd to undertake the work.

- Clerk invited the PCSO to the April Parish Council meeting – unfortunately he sent his apologies as he was on annual leave.
- Clerk contacted the Planning Department to ask why they were not consulted upon in relation to a recent LDC application – CWaC confirmed back that the “proposed” LDC application - they are not required to carry out any consultations. They only have to notify the Ward Councillors in relation to them. We do consult Parish Councils on “existing” LDC apps but not “proposed” ones.
- **Finance** - payments had been processed that were approved.
- **Website** – the Clerk had put the minutes of the previous meetings on the website.
- Clerk Emailed CWaC to ask for a road traffic survey to be completed on Corkscrew Road.



## PLANNING

The Planning Register dated 05/01/2024 was circulated for Parish Councillors information.

It was noted that since the last meeting the following planning applications had been received from CWaC and responses submitted: -

24/00032/FUL – Aviva Cottage, Willington Road, Duddon CW6 0UG – Extension to garage/playroom – the Parish Council **supported** this application.

24/00151/FUL – 1 Hoofield Cottages, Hoofield Lane, Huxley CW3 9BL – Erection of building for storage or agricultural equipment the Parish Council submitted a response **objecting** to this application due to it not meeting the D1 of the neighbourhood plan and the application details submitted with very basic.

24/00116/LBC – The Shay, 2 Yew Tree Farm Barn, Duddon Road, Clotton CW6 0EH – Installation of retractable awning fitting under the eaves to the rear elevation – the Parish Council agreed to not submit a response as this would not have needed planning consent except for the fact the building was listed.

It was noted that since the last meeting the following planning applications been determined by CWaC: -

23/02280/FUL – 2 Hoofield Hall Cottages, Corkscrew Lane, Clotton, Chester CH3 9BU – Removal of single storey garden room, store and wc to be replaced with two storey extension – **approved**.

23/02869/FUL – Orchard House, Corkscrew Lane, Clotton, CW6 0EG – Single storey rear extension – **approved**.

23/03423/LDC – The Riddings, Willington Road, Duddon CW6 0UG – Proposed erection of 2 single story outbuildings to comprise a double garage/home office and a pool/gym/garden room, new rear patio and additional driveway and turning area to the front to join existing driveway – **approved**.

23/03634/FUL – Wynnstay House, High Street, Clotton CW6 0EH – conversion and extension of existing garage studio/office to form self-contained residential annexe within curtilage of existing dwelling. Existing external staircase to be removed and replaced with extension - **approved**.

23/03281/LDC – 4 Yew Tree Farm Barn, Duddon Road, Clotton CW6 0EH – Lawful Development Certificate for existing land used as domestic garden by occupiers from 2016 to present – **decided**.

24/00032/FUL – Aviva Cottage, Willington Road, Duddon CW6 0UG – Extension to garage/playroom – **approved**.

Cllr Roberts highlighted the need for the Parish Councillors to respond to all applications that are circulated.

*One resident left the meeting.*

## AUDIT

### Summary of Accounts for 2023-24

05. **RESOLVED** to accept the summary of accounts for the year 2023-24.

### Certificate of Exemption

06. **RESOLVED** that the Council wish to certify themselves as exempt from a limited assurance review.

### Annual Internal Audit Report

The council noted the report dated 3<sup>rd</sup> April 2024 from the Internal Auditor.

### Annual Governance Statement

07. **RESOLVED** that the Council agree to all points on the Governance Statement, Section 1 of the Annual Governance and Accountability Return (AGAR) 2023-24.

### Accounting Statement

08. **RESOLVED** that the Council agree the accounting statement of the AGAR 2023-24.

### Notice of Public Rights

09. **RESOLVED** that the Council accept the signing of the Notice of Public Rights.

## ACCOUNTS

### Note Internal Auditor Report and Recommendations

10. **RESOLVED**: The comments from the Internal Auditor were received and the actions/comments from Clerk noted as listed below:-

1. Please endeavour to have some form of paperwork, even if just a handwritten note, in respect of all items claimed as expenses. SLCC Subs, for example, had no supporting paperwork – sorry I do have an invoice for the SLCC subs not sure why it was not attached to the expenses form.

2. VAT should only be reclaimed when there is a VAT Registration Number on the Invoice/Receipt. The RBL Note re Poppy Appeal does not show a Registration Number, although I note that the number has been entered on the VAT reclaim form – I will ensure the VAT is added to the invoice in future.

3. The Cash Book Spreadsheet shows total VAT paid as £749.57, whereas the amount reclaimed was £753.88. I would normally expect the totals to be the same. Given the small amount involved do not spend time looking for the difference – I will look into this.

4. AGAR Page 6 shows Assets having remained at £4329. I think this should show as £5079, to include the Defibrillator purchased (for £750) during the year. – the Clerk has amended accordingly.

5. The Asset Register shows the Defibrillator as having cost £1500. The Cash Book, supported by the Invoice, shows outlay of £750. – the cost of the defibrillator was match funded by the organisation we purchased it from therefore that is why the asset register says the cost of it was £1500 but the cash book only support an outlay of £750. The Clerk confirmed she had amended the Asset Register to show £750.

6. I would recommend that the date the Council confirmed the accuracy of the Asset Register is included on the Document (as you do with the Risk Assessment). – noted and amended.

7. I note that your Insurance Cover is due for renewal later this month. As part of your review of Cover Levels please ensure that the Defibrillator is included under Assets covered (at reinstatement value) – noted.

#### **Payments approved for payment in between meetings**

11. **RESOLVED** to approve the payments of the following items in between meetings for 2024-25 in line with budget: -

Clerk's Salary, HMRC Tax Payments, Mileage, Training, Internal Audit fees, Payroll Services, Website Fees, Room Hire Costs, Planter Maintenance, CHALC Subscription fees, Other Subscription Fees, Data Protection Fees, Admin costs, Post and Stationery costs and Office Allowance.

#### **Insurance**

**ACTION:** It was agreed to seek three insurance quotes to cover insurance for 2024-25.

#### **Direct Debits**

12. **RESOLVED** to continue to make payments to the ICO by Direct Debit.

#### **CHALC Membership**

13. **RESOLVED** to approve the payment of the CHALC membership for 2024-25 at a cost of £133.57

#### **Income and Payments since the last meeting**

14. **RESOLVED** - To note the income received of:

Date	Received From	Net Amount	VAT	Gross Amount	Comment
09/02/2024	Bank	£9.60	£0.00	£9.60	Bank Interest
11/03/2024	Bank	£9.36	£0.00	£9.36	Bank Interest
09/04/2024	Bank	£7.97	£0.00	£7.97	Bank Interest
08/03/2024	HMRC VAT	£753.88	£0.00	£753.88	VAT Rebate

15. **RESOLVED** - To note the payments since the last meeting of: -

**Payments made since the last meeting for approval**

Date	Payable to	Net Amount	VAT	Gross Amount	Comment
03/02/2024	Mrs T Ryall-Harvey	£269.04	£0.00	£269.04	Salary Tax Month 11
07/02/2023	HMRC PAYE	£67.40	£0.00	£67.40	HMRC Tax Month 11
06/03/2024	Duddon, Clotton & District Memorial Hall	£60.00	£0.00	£60.00	Room Hire
06/03/2024	Linux Internet Ltd	£47.88	£9.58	£57.46	Cloud Hosting Annual Fees
11/03/2024	London Hearts	£750.00	£0.00	£750.00	Defibrillator Match-funding costs
11/02/2024	Mrs T Ryall-Harvey	£93.42	£18.69	£112.11	Clerk's Expenses
25/03/2024	Mrs T Ryall-Harvey	£269.27	£0.00	£269.27	Salary Tax Month 12
28/03/2024	HMRC PAYE	£67.20	£0.00	£67.20	HMRC Tax Month 12

**Payments not yet made for approval**

Date	Payable to	Net Amount	VAT	Gross Amount	Comment
	Mrs T Ryall-Harvey	£269.24	£0.00	£269.24	Salary Tax Month 1
	Mrs T Ryall-Harvey	£67.20	£0.00	£67.20	HMRC Tax Month 6
	Mr P Sanders	£47.50	£0.00	£47.50	Annual Internal Audit
	CHALC	£135.66	£0.00	£135.66	Annual Subscription
	Shires Accountancy	£58.50	£11.70	£70.20	Payroll Processing for Month(s) 01 to 06 of tax year 2024/25
	Mrs T Ryall-Harvey	143.34	8.51	£151.85	Clerk's Expenses
	HMRC PAYE	£67.20	£0.00	£67.20	HMRC Tax Month 1

**PARISH COUNCIL MATTERS**

**Roles and Responsibilities**

16. **RESOLVED** to approve the roles that the following Parish Councillors had responsibility for 2024-25:-

- Cheque signatories – Cllr J Nicholas, Cllr G Bibby
- Communications & Events – Cllr D Roberts
- Duddon CWM Hall – Cllr J Nicholas & Cllr D Roberts
- Footpaths, Footways, Pavements & Bridleways – Cllr C Kinsey
- Highways Matters & A51 – All Councillors
- Environment & Litter Picking – Cllr G Bibby
- Planning – Cllr G Bibby
- Public Transport – Cllr R Roberts
- Tarvin Educational Foundation – Cllr J Nicholas

**Policies**

- 17. **RESOLVED** to adopt the amended Training and Development Policy and review again in May 2025.
- 18. **RESOLVED** to adopt the amended Complaints Procedures and review again in May 2025.
- 19. **RESOLVED** to adopted all other policies for 2024 as is and review again in May 2025.

**Annual Report for 2023-24**

20. **RESOLVED** to adopt the Annual Report as circulated at the meeting for 2023-24.

**ACTION:** put on website.



**Dates of Meeting for 2023-24**

21. **RESOLVED** to accept the meetings schedule as listed below: -

Thursday 25<sup>th</sup> July 2024 at 7.00pm  
Monday 21<sup>st</sup> October, 2024 at 7.00pm  
Monday 20<sup>th</sup> January, 2025 at 7.00pm  
Monday 21<sup>st</sup> April, 2025 at 7.00pm Annual (First) Meeting

Parish Council Planter for Clotton

It was reported that following The Bull Head in Clotton recently being taken over by a new landlord the Planter that had been situated on site had been removed. Parish Councillors sought a suitable location for the planter to be put. It was suggested that it could be located on the CWAC green space opposite Iddenshall.

**ACTION:** Clerk to investigate and submit a Street Furniture Licence.

**CHESHIRE WEST AND CHESTER COUNCIL**

Highways

It was reported that since the last meeting new items had been reported to CWaC, one had since been resolved and the other was awaiting investigation.

It was reported that a new pothole on Corkscrew Lane had been report – reference HW605639698.

It was also reported that the 'Corkscrew Lane' street name plate had now been re-installed at the end of Huxley end of Corkscrew Lane.

Traffic Assessment on Corkscrew Lane

Noted and it was agreed that the Parish Council should continue to report the potholes and the poor condition of the road.

Withdrawal of Community Bus Services

Cllr Roberts reported that CWaC had cancelled the Community Bus Service last October without consultation.

**ACTION:** Cllr Lush undertook to raise with CWaC.

Road Repair Priorities

Cllr Roberts sought clarification as to what the CWaC Highways priorities were and how they decide their resurfacing and reworks schedule. Cllr Roberts is struggling to understand the logic of resurfacing 1.5 miles of Leadgate Lane that is a dead-end.

It was reported that a resident had been issued a letter from CWaC seeking the removal of 5 mature Oak Trees along the A51.

**ACTION:** Cllr Nicholas undertook to get a copy of the letter.

**ACTION:** Clerk to write to CWaC to seek clarification about their thinking.

*Cllr Ted Lush left the meeting.*

Cinders Lane Flooding meeting – discussed under Public Participation.

Dates that the resident was available for a meeting with CWaC included:-22<sup>nd</sup>, 24<sup>th</sup>, 25<sup>th</sup>, 29<sup>th</sup>, 30<sup>th</sup> April.

**DATE OF THE NEXT MEETING**

The date of the next Parish Council meeting was Thursday 25<sup>th</sup> July 2024 at 7.00pm in Duddon, Clotton and District Memorial Hall.

Signed .....



Dated .....

*25 July 2024*

Meeting finished 20.06