

# MEETING OF CLOTTON HOOFIELD PARISH COUNCIL

Tuesday 21<sup>st</sup> January 2025 at 7.00pm

at Huxley Village Hall

## MINUTES

### PRESENT

Cllr G Bibby, Cllr C Kinsey (Chair), Cllr R Roberts, Cllr J Nicholas.

Cllr T Cooper (Ward Councillor)

Clerk: Mrs T Ryall-Harvey

Public – 0

**APOLOGIES** – Apologies were received and accepted from Cllr D Roberts and Cllr E Lush (Ward Councillor) due to previous 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.

### PUBLIC PARTICIPATION

Cllr Cooper outlined the current devolution programme and reported that should government agree to the proposal then the first election was being proposed for May 2026.

Cllr Cooper reported that the Council's budget was being set at the next Full Council Meeting and he would report back any items of significance.

Cllr Cooper highlighted that Cheshire West and Chester Council had been issued a very large increase in housing targets and that this could have consequences for neighbouring villages such as Tattenhall, Kelsall and Tarvin.

Cllr Cooper reported that he still had £400 available from his Ward Members money for 2024 that needed to be applied for by the end of January. The Parish Council thought that the cleaning of footpaths outside of the Iddenshall Hall Nursing Home and from the Bulls Head towards Duddon was a significant project that would benefit the whole community if it were to be undertaken, therefore the grant funding should be sought towards this purpose.

**ACTION:** Clerk to submit ward member grant application.

Clerk to obtain quote for cleaning of footpaths.

Cllr Cooper reported that following his residents survey that had been undertaken for those residents who live on the A51 in Duddon and Clotton, he was pleased to report that approximately 20% of residents contacted responded. Cllr Cooper hoped to share the results of the survey with the Parish Council prior to their next meeting.

*Cllr R Roberts joined the meeting.*

### CORRESPONDENCE

It was reported that a new Police Beat Manager had taken office, Steve Harrison. The Parish Council looked forward to meeting him in the future.

The information received regarding the Cheshire East, Cheshire West and Warrington Councils proposal to Government for the consideration of a devolution priority programme was noted.

The update on the 5 communities fibre to the premises upgrade was reported to be 100% complete. The Parish Council welcomed this.



The Cheshire West and Chester Council's Public Space Protection Order Consultation was noted and it was agreed that the Parish Council did not wish to submit a response.

It was noted that the Police Crime Commissioner, Dan Price, had invited CWaC Borough, Town and Parish Councils to a meeting on 22<sup>nd</sup> January and Parish Councillors were asked to consider if they wished to attend. It was agreed that no-one wishes to attend this meeting on the Parish Council's behalf.

## MINUTES

**RESOLVED 20/032:** that the Minutes of the Parish Council Meeting held on 21<sup>st</sup> October were accepted as a true and accurate record and signed by the Chairman.

## ACTIONS SINCE LAST MEETING

ACTIONS still outstanding:-

- 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.
- Planter for Clotton to be sited in the approved location.

The following actions were completed since the last meeting:

- The Clerk had emailed the resident the CWaC LLFA email address
- The Clerk had emailed CWaC Highways about the hedge at the top of Cinders Lane meeting Wood Lane/Willington Road as this still had not been cut back to try to get this escalated.
- Clerk applied for grant funding from the Police Crime Commissioner for a portable SID – PCC is not supporting the funding of SID via this grant process.
- Residents Voice – Put on Facebook
- Crime Stats for Rural Areas
- Cllr Kinsey to speak owners of College Farm about clearing ditches.
- Clerk emailed offering sandbags to residents.
- Clerk confirmed gullies were schedule to be cleared on Corkscrew Lane in February 2025.
- Clerk had escalated to CWaC LLFA Officer outstanding actions twice but still heard no response.
- Cllr Nicholas to request resident to forward a copy of the letter relating to the removal of 5 mature Oak Trees along the A51.

## PLANNING

The Planning Register dated 14/01/2025 was circulated for Parish Councillors information.

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

24/03421/LBC / 24/03420/FUL – Common House Farm, Willington Lane, Clotton – Alterations to existing garage/studio to include windows and doors, front rooflights and 3 rear dormers.

24/03628/FUL – The Riddings, Willington Road, Duddon, Chester CW6 0UG – Demolition of existing dwelling and erection of replacement, two outbuildings, landscaping and hardstanding areas – the Parish Council submitted a response in **support** of this application.

24/03734/PAA – Dibbins Hey, Duddon Road, Clotton, Tarporley, CW6 0EH – Construction of an additional storey to existing dwellings – the Parish Council agreed not to respond to this application unless it goes to a full planning application.

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

24/01395/FUL – Rose Cottage, Hoofield Road, Huxley CH3 9BL – Erection of a semi-detached shed (retrospective) – it was noted that this application had been **approved** by Cheshire West and Chester Council.

**RESOLVED 24/033** - Proposed that the Lead Parish Councillor for Planning forwards the comments around the councillors and if no-one makes any comments prior to the deadline then the clerk is authorised to submit the response suggested by the Lead Parish Councillor for Planning.

### Visit to Solar Farm, Iddenshall Grange

It was reported that there had been no further visits to the Solar Farm at Iddenshall Grange since the last meeting, and it was agreed that a further site visit should be arrange prior to the next meeting.

## ACCOUNTS

### Cashbook

Cllr Bibby asked £940 towards the planting of wildflowers and the £150 for Adhoc Beneficial Items be removed from the Out-turn Report as there were no plans to spend this money in February/March.

**RESOLVED 24/034** to accept the cash book and YTD summary dated 14<sup>th</sup> January 2025.

### Bank Reconciliation against Cashbook YTD

**RESOLVED 24/035** to approve the Bank Reconciliation as presented to the meeting dated 14<sup>th</sup> January 2025.

### Implementation and backdate of the new Pay Scale Award for 1<sup>st</sup> April 2024 onwards.

It was reported that following the agreement on the new pay scales for 2024-25 to be implemented from 1 April 2024.

**RESOLVED 24/036** to the agreed new pay scales for 2024-25 and this be backdated to 1<sup>st</sup> April 2024

### SLCC Membership for 2025

**RESOLVED 24/037** that the payment for the Clerk's membership to SLCC be approved and split between five parish council.

### Income and Payments since the last meeting

**RESOLVED 24/038** that the council note and accept the income and expenditure presented to the meeting for approval as set out below:

#### Income received since the last meeting

Date	Received From	Net Amount	VAT	Gross Amount	Comment
11/11/2024	Bank	£7.02	£0.00	£7.02	Bank Interest
09/12/2024	Bank	£5.96	£0.00	£5.96	Bank Interest
09/01/2025	Bank	£6.61	£0.00	£6.61	Bank Interest
28/10/2024	Cheshire West and Chester Council	£355.61	£0.00	£355.61	CIL Payment 2024

#### Payments made since the last meeting - for approval

Date	Payable to	Net Amount	VAT	Gross Amount	Comment
25/11/2024	Mrs T Ryall-Harvey	£336.80	£0.00	£336.80	Salary Tax Month 8
29/11/2024	HMRC PAYE	£84.20	£0.00	£84.20	HMRC Tax Month 8
04/12/2024	National Association of Local Councils	£50.00	£10.00	£60.00	Local Council Award Scheme Accreditation
24/12/2024	Mrs T Ryall-Harvey	£277.61	£0.00	£277.61	Salary Tax Month 9
29/12/2024	HMRC PAYE	£69.40	£0.00	£69.40	HMRC Tax Month 9

#### Payments not yet made - for approval

Payable to	Net Amount	VAT	Gross Amount	Comment
Mrs T Ryall-Harvey	£277.61	£0.00	£277.61	Salary Tax Month 10
HMRC PAYE	£69.40	£0.00	£69.40	HMRC Tax Month 10
Mrs T Ryall-Harvey	£227.32	£23.35	£250.67	Clerk's Expenses - including contribution to mobile phone, office allowance, training, stationery, mileage etc



**PARISH COUNCIL MATTERS**

Budget

**RESOLVED 24/039** to approve the budget for 2025-26 of £7,343 as set out below:-

Budget Element	2025-26
<b>EXPENDITURE</b>	
<b>People</b>	
Clerk & HMRC	4,368
<b>Professional service</b>	
Insurance	289
Internal Audit	50
Payroll Services	212
<b>General Services</b>	
Website	235
Room Hire	60
Planter Maintenance	100
<b>Admin &amp; Expenses</b>	
CHALC Membership	140
Other memberships (NALC/SLCC/Loc	110
Data Protection fee	35
Admin	90
Post	0
Stationery	105
Office Allowance	240
Mileage	120
Training	150
Elections	0
<b>Projects</b>	
Ad Hoc Beneficial items (S137)	25
Community Event/Project	500
Planting of Wildflowers	0
CIL Projects	0
Street Furniture/Asset Maintenance	150
General Grants & Projects	0
<b>Inflation %</b>	260
<b>Contingency % of above</b>	105
<b>TOTAL CASH OUT</b>	<b>7,343</b>
<b>RECEIPTS</b>	
Precept	7,142
Bank Interest	50
VAT recovery	150
Money taken from reserves	0
Ward contribution	0
<b>TOTAL CASH IN</b>	<b>7,342</b>

Precept for 2025-26

**RESOLVED 24/040** request a Precept for 2025-26 of £7,142 which is 0% increase on 2024-25 and equates to £0.00 increase on a Band D house.

Policies/Procedures for Review

**RESOLVED 24/041** to adopt the revised Policies /Procedures as listed below as circulated prior to the meeting:-

- Standing Orders
- Complaints Procedures

Training Needs for 2025

The schedule of training organised by CHALC was circulate to all Parish Councillors for review and they were asked to inform the clerk of any training they wished to attend in 2025.

A schedule of training for the Clerk was circulated and it was **RESOLVED 24/042** unanimously that the Parish Council would contribute towards this training for 2025.

Parish Meeting.

The Clerk outlined the requirement to undertake a Parish Meeting and it was therefore agreed that this should take place on Tuesday 22<sup>nd</sup> April at 7.00pm and the Parish Council should follow immediately after the finish of the Parish Meeting.

Tarvin Educational Foundation – It was reported that the Tarvin Educational Foundation were inviting Grant Applications for 2025.

**ACTION:** Cllr Nicholas to double check if the application information for 2025 was available for circulating.

Parish Council's Role in the Community

Cllr Roberts was concerned that the Parish Council have regressed over the last few years and were not seen to be publishing as much information as they have previously. Following a discussion, it was therefore decided to trail adding Cllr Roberts to the administration rights of the Facebook Account to see if additional support in this area could improve the Parish Council communications.

**ACTION:** Add Cllr Roberts onto the Facebook.



**HIGHWAYS**

It was reported that the following issues had been reported to Cheshire West and Chester Council:-

HW643647253 – Corkscrew Lane – Highways Maintenance – edgeway deterioration – stretch of road between Castle View and just beyond the Spinney towards the K9 kennels.

GS652657065 – Public Right of Way – Missing Gate

SS650908693 – Huxley Lane – Hedge and shrubs – hedge opposite Corkscrew Lane junction protruding into road – *CWaC has reviewed and determined no action is required.*

HW650906990 – Burton Road – Flooding across road

HW655243445 – Corkscrew Lane – Flooding across road

HW668767322 - Corkscrew Lane – Flooding across road

HW669485098 – Tree – Debris on Road – tree fallen on Corkscrew Lane – *CWaC closed this following removing the tree.*

**Flooding Issues:**

Concerns was raised about the number of times Corkscrew Lane have flooded over the last 12 months.

Cllr Kinsey reported that he had also met with a number of residents along A51 on Christmas Eve to understand the flooding issues that they were having in their area.

**ACTION:** College Farm to Townhouse Farm – can we have the drainage details for the road along this area.

**DATE OF THE NEXT MEETING**

The date of the next Parish Council meeting was Tuesday 15<sup>th</sup> April 2025 at 7.00pm at Huxley Village Hall.

Signed .....  ..... Dated 22<sup>nd</sup> APRIL /25

Meeting finished 20.26