

CLOTTON HOOFIELD PARISH COUNCIL MEETING
Wednesday 14th May 2026 at 8.00pm
at Duddon, Clotton and District Memorial Hall

MINUTES

PRESENT

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

Clerk: Mrs T Ryall-Harvey

Public – Cllr Tom Cooper (Ward Councillor)

Cllr Kinsey as Chair welcomed everyone to the Annual (First) Meeting of the Parish Council.

ELECTION OF CHAIR AND VICE-CHAIR

RESOLVED 26/001: that Cllr C Kinsey be elected as Chair for 2026-27 – nominated by Cllr R Roberts seconded by Cllr Nicholas and unanimously agreed.

Cllr D Roberts joined the meeting.

RESOLVED 26/002: that Cllr D Roberts be elected as Vice-Chair for 2026-27 – – nominated by Cllr Kinsey seconded by Cllr Bibby.

The Acceptances of Office were signed.

APOLOGIES – no apologies received.

PARISH COUNCIL VACANCIES

Following the uncontested election on 4th May 2023 there currently remained 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.

Cllr T Cooper joined the meeting.

PUBLIC PARTICIPATION – Cllr Cooper reported that CWaC had their full council meeting this evening, and in that meeting the Peak Cluster Consultation was discussed and voted on with the Council's position being almost unanimously opposed to the plans.

Cllr Cooper confirmed with regards to housing, that Cheshire West and Chester Council were still working on updating their Local Plan following the consultation which closed a couple of weeks ago.

Cllr Cooper highlighted work the CWaC had recent done on road improvement along the A51; the road from Tarporley to Winsford (A556); and many other roads, including within our Parish the recently resurfaced Corkscrew Lane with sound reducing tarmac. He had contacted the residents on Corkscrew Lane that this road affected and hoped to receive their feedback in relation to the new surface.

Cllr Cooper reported that the speed reduction outside of Duddon Primary during school times is currently being set up and hoped to be live soon.

CORRESPONDENCE

Chester LPU – Neighbourhood Policing Model – information was shared with the meeting in relation to the update in policing services in Chester and Cheshire. This was noted at the meeting.

West Cheshire Town and Parish Council Conference – Wednesday 17th June 2026 at Room One at Hartford Golf Club, Burrows Hill, Northwich, CW8 3AP from 4:00pm – 6:30pm – no Parish Councillors were available to attend this event. However, Parish Councillors asked when the next Connections Locality Meeting would be taking place as they found these meeting to be more beneficial.

ACTION: Cllr Cooper undertook to ask CWaC when the next connections locality meeting would take place.

MINUTES

RESOLVED 26/003: that the Minutes of the Parish Council Meeting held on 28th January 2026 were accepted as a true and accurate record and signed by the Chair.

ACTIONS SINCE LAST MEETING

The following actions were completed since the last meeting:

- Clerk had transferred information over to the newly created .gov.uk website.
- Clerk had reported the overgrown hedge on A51
- Clerk had reported the 30mph VAS as not working on A51 by Iddenshall

The Parish Council asked if siding out could be carried out along the A51 from Iddenshall towards Tarporley.

ACTION: Cllr Cooper undertook to escalate this with CWaC.

PLANNING

The Planning Register dated 27/04/2026 was circulated for Parish Councillors information.

It was reported that the following planning consultation had been received since the last meeting:-

- 26/00107/FUL – Galloway Cottage, High Street, Clotton CW6 0EG – Erection of a single storey rear extension – the Parish Council wished to **support** this application.
- 25/03439/FUL – Threeways, Hoofield Road, Huxley, Chester CH3 9BL – Demolition of outbuildings and erection of outbuild as home office and games room – the Parish Council wished to **support** this application.
- 26/00629/FUL – Rose Farm, High Street, Clotton, CW6 0 EG – Alterations and single storey extension of existing outbuilding to create a self-contained annexe ancillary to the main dwelling – the Parish Council wished to **support** this application.
- 26/00590/PIP – Land at Duddon Road, Clotton, Tarporley – Erection of up to 9 dwellings and all associated infrastructure works – the Parish Council wished to **object** to this application.

It was reported that the following planning application had not been consulted on:-

- 26/00077/AGR – Land at High Street, Clotton – Erection of agricultural machinery storage building -it was noted that Cheshire West and Chester Council had confirmed that prior approval was required and refused for this application.
- 26/01199/AGR - Land at High Street, Clotton – Erection of agricultural machinery building.

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

- 25/00379/LDC – Cadwell House, Corkscrew Lane, Clotton, Chester CH3 9BX – Certificate of lawful use application seeking lawful confirmation of implementation of the works authorised in Planning Permission 00/01291/FUL, which was for demolition of curtilage buildings and replacement of one with brick building comprising garaging and holiday let accommodation – **refused**.
- 25/02670/FUL – The Riddings, Willington Road, Duddon CW6 0UG – Erection of replacement dwelling, two outbuildings, outdoor swimming pool and landscaping – **approved**.
- 26/00107/FUL – Galloway Cottage, High Street, Clotton CW6 0EG – Erection of a single storey rear extension – **approved**.

Cllr R Roberts raised concerns about how the Parish Council dealt with the planning application especially those consultations seeking permission for significant number of houses. Cllr Cooper reported on a number of PIP (Permission in Principle) applications that he had seen coming in recently and his concerns with regards to the fact that these are not full applications, therefore are not able to be taken to committee for approval

ACTION: Cllr Cooper to provide a briefing on what PIP's mean, for the Parish Council to publish to raise resident awareness of how PIP's are decided by an officer and then a FUL application needs to be submitted and consulted on additionally.

AUDIT

Summary of Accounts for 2025-26

RESOLVED 26/004 to accept the summary of accounts for the year 2025-26.

Certificate of Exemption

RESOLVED 26/005 that the Council wish to certify themselves as exempt from a limited assurance review.

Annual Internal Audit Report

The council noted the report dated 8th April 2026 from the Internal Auditor.

Annual Governance Statement

RESOLVED 26/006 that the Council agree to all points on the Governance Statement, Section 1 of the Annual Governance and Accountability Return (AGAR) 2025-26.

Accounting Statement

RESOLVED 26/007 that the Council agree the accounting statement of the AGAR 2025-26.

Notice of Public Rights

RESOLVED 26/008 that the RFO signed the notice of Public Rights and Publication of Annual Governance and Accountability Return to take place between 3rd June 2026 & 14th July 2026

ACCOUNTS

Note Internal Auditor Report and Recommendations

RESOLVED 26/009: The comments from the Internal Auditor were received and the actions/comments from Clerk noted as listed below:-

Audit is now complete. Paperwork was tidy and accurate. A few small points to note:-

1. Item 33. I have added RBL's VAT Reg No onto the receipt. – *the clerk noted this.*
2. Item 61. Charged for 3 dates but only 2 listed – *Clerk provided three dates to the VH for invoicing against.*
3. Please amend AGAR p6 as shown. Ensures that it adds up correctly – *The clerk had undertaken this amendment.*
4. Please amend Variances Sheet as shown. Numbers will then mirror the AGAR -Clerk confirmed she had made these amendments.
5. Can the old (Co.uk) web site be closed? Google sent me there first rather than the gov.uk site. Might confuse some people. -*Clerk confirmed that the old website no-long showed any information.*
6. Annual Meeting date. Please check when this should be held. Local Government Act states date window – *Parish Council noted this and had agreed the Parish Council meeting be moved from April to May following this recommendation.*

Payments approved for payment in between meetings

RESOLVED 26/010 to approve the payments of the following items in between meetings for 2026-27 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

RESOLVED 26/011 that the Parish Council renew their insurance with Zurich Town and Parish Insurance at a cost of £241.00 until 31st May 2027.

Direct Debits

RESOLVED 26/012 that the following payments be approved to be made by Direct Debit for 2026-27:-
ICO (Data Protection Subscription)

The Accounts Centre

CHALC Membership

RESOLVED 26/013 to approve the payment of the CHALC membership for 2026-27 at a cost of £142.80

Income and Payments since the last meeting

RESOLVED 26/014 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	Gross Amount	Comment
09/02/2026	Interest	£3.55	Bank Interest
09/03/2026	Interest	£3.01	Bank Interest
17/03/2026	HMRC VTR	£117.46	VAT Rebate
09/04/2026	Interest	£3.33	Bank Interest
13/04/2026	Cheshire West and Chester Council	£7,321.00	Annual Precept Payment
09/05/2026	Interest	£5.97	Bank Interest

Payments made since the last meeting - for approval

Date	Payable to	Net Amount	VAT	Gross Amount	Comment
02/02/2026	TEEC	£156.00	£31.20	£187.20	.gov.uk domain registration
02/02/2026	Huxley Village Hall	£12.00	£0.00	£12.00	Room Hire
19/02/2026	Service Charge	£4.25	£0.00	£4.25	Bank Charges
25/02/2026	Mrs T Ryall-Harvey	£286.51	£0.00	£286.51	Clerk's Salary Tax Month 11
28/02/2026	HMRC	£71.60	£0.00	£71.60	HMRC PAYE Tax Month 11
16/03/2026	Duddon and Clotton Village Hall	£45.00	£0.00	£45.00	Room Hire
17/03/2026	Service Charge	£4.25	£0.00	£4.25	Bank Charges
25/03/2026	Mrs T Ryall-Harvey	£286.51	£0.00	£286.51	Clerk's Salary Tax Month 12
28/03/2026	HMRC	£71.60	£0.00	£71.60	HMRC PAYE Tax Month 12
07/04/2026	CHALC	£25.00	£0.00	£25.00	Training
16/04/2026	CHALC	£142.80	£0.00	£142.80	Annual Affiliation Fees
19/04/2026	Bank Charges	£4.25	£0.00	£4.25	Bank Charges
21/04/2026	Mr P Sander	£50.00	£0.00	£50.00	Internal Auditor
25/04/2026	Mrs T Ryall-Harvey	£286.44	£0.00	£286.44	Clerk's Salary Tax Month 1
28/04/2026	HMRC PAYE	£71.60	£0.00	£71.60	HMRC Payment Tax Month 1

Payments not yet made - for approval

Payable to	Net Amount	VAT	Gross Amount	Comment
Mrs T Ryall-Harvey	£286.44	£0.00	£286.44	Salary Tax Month 2
HMRC PAYE	£71.60	£0.00	£71.60	HMRC Tax Month 2
Mrs T Ryall-Harvey	£158.80	£9.59	£168.39	Clerk's Expenses - including contribution to mobile phone, office allowance, training, stationery, mileage etc
Zurich Town and Parish Insurance	£241.00	£0.00	£241.00	Annual Insurance Payment

PARISH COUNCIL MATTERS

Roles and Responsibilities

RESOLVED 26/015 to approve the roles that the following Parish Councillors had responsibility for 2026-27:-

Cheque signatories – Cllr J Nicholas, Cllr G Bibby

Communications & Events – Cllr D Roberts

Duddon CWM Hall – Cllr J Nicholas

Footpaths, Footways, Pavements & Bridleways – Cllr C Kinsey

Highways Matters & A51 – All Councillors

Environment & Litter Picking – Cllr G Bibby

Neighbourhood Plan – All Councillors

Noticeboard – Cllr Nicholas

Planning – All Councillors

Public Transport – Cllr R Roberts

Training – Clerk

Facebook – Clerk and Cllr R Roberts

Planters – Cllr R Roberts and Cllr J Nicholas

Tarvin Educational Foundation – Cllr J Nicholas

Policies

RESOLVED 26/016 - to adopted all the policies listed on the Policies and Procedures schedule for 2026 and review again in May 2027 apart from the Financial Regulations that the clerk will bring to the next Parish Council meeting for review.

RESOLVED 26/017 to adopt the following policies as circulated with the Agenda:-

- Bio-diversity Policy
- Community Engagement Policy
- Co-option Policy and Procedures
- Equality and Diversity Policy.

ACTION: Put new policies on website

ACTION: Update website with all reviewed policies.

Annual Report for 2025-26

RESOLVED 26/018 to adopt the Annual Report as circulated with the agenda for 2025-26.

ACTION: put on website.

Dates of Meeting for 2026-27

RESOLVED 26/019 to accept the meetings schedule as listed below: -

Thursday 16th July 2026 at 7.00pm
Monday 19th October, 2026 at 7.00pm
Monday 18th January, 2027 at 7.00pm
Thursday 20th May, 2027 at 7.00pm Annual (First) Meeting

Asset Register

RESOLVED 26/020 to approve the Asset Register was accurate at 31st March 2026 as circulated and included within the Financial Summary Report.

Risk Assessment Register

RESOLVED 26/021 to approve the Risk Assessment dated 31st March was accurate as circulated and included within the Financial Summary Report.

Defibrillator - Cllr Kinsey reported upon a resident who wished to install a defibrillator at Town House Business Park and was seeking the Parish Council's support and funding if available for this. The Parish Council confirmed that they would be happy to see a defibrillator installed in the Clotton area and suggested that a grant be sought in July when the Royal British Legion re-opened their grant scheme. If the residents were not prepared to wait until July then the Parish Council agreed they would contribute upto £1,000 toward a defibrillator subject to the appropriate paperwork being available for the Parish Council.

Use of PC Social Media – Cllr R Roberts suggested that if local organisations wished to raise awareness of their events on the Parish Council Facebook site they should contact the Clerk. It was therefore suggested that Cllr

Nicholas speak to the Duddon and Clotton Memorial Hall committee to see if there was anything they wished to advertise.

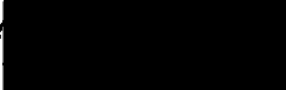
CHESHIRE WEST AND CHESTER UPDATE

The Parish Councillors reported on current issues within the area that required reporting to CWaC.

Cllr R Roberts reported that a couple of residents were not aware of the resurfacing on Corkscrew Lane and felt the communication between CWaC/Colas and the local residents had been poor. Cllr Cooper undertook to feed this back to CWaC.

DATE OF THE NEXT MEETING

The date of the next Parish Council meeting is Thursday 16th July at 7.00pm.

Signed  Dated 16/07/16

Meeting finished 21:16