CLOTTON HOOFIELD PARISH COUNCIL MEETING
Wednesday 16th July 2026 at 8.00pm
at Duddon, Clotton and District Memorial Hall

MINUTES

PRESENT
Cllr G Bibby, Cllr D Roberts (Chaired the meeting), Cllr J Nicholas
Clerk: Mrs T Ryall-Harvey

APOLOGIES – Apologies were received and accepted from Cllr R Roberts and Cllr Kinsey due to prior engagements.

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 – Cllr D Roberts declared a disclosable interest in the discussions relating to the purchase of a defibrillator due to it potentially being located on family property and undertook not take participate in any discussions or vote.

PUBLIC PARTICIPATION – Nothing raised.

CORRESPONDENCE
Tarvin Educational Foundation - **it was reported that** the Trustees of Tarvin Educational Foundation wished to bring those Parish Councils who are within our grant catchment area up to date with developments regarding our Charity and, in particular, our position in respect of grant giving in 2026 to young people who live in the area. The Tarvin Educational Foundation reported that last year they embarked on a complex and lengthy process which has required them to initiate the process of incorporation.

In 2025 they vested their property in Tarvin and farmland in Tattenhall in the Official Custodian for Charities. Since then, they have needed to apply to register, for the first time, the property and land. According to Land Registry, this will not be completed until March 2027.

The work programme referred to has had a number of components to it which they are working their way through taking appropriate advice and guidance. It has unfortunately become increasingly clear that they are not going to be in a position to seek applications for funding and award grants this year in the same way that they were unable to last year. This is regrettable, obviously, and they will once again canvas other local grant giving Trusts to see whether they will consider applications from students in the area.

Local Plan Update – June 2026 – Cheshire West and Chester Council (CWaC) circulated for the Parish Council's information an update on the Local Plan, this was noted at the meeting.

Neighbourhood Planning update – Cheshire West and Chester Council (CWaC) provided general information relating to Neighbourhood Planning including toolkits, maps of neighbourhood areas and details of progress with Neighbourhood Plans, they also reported that they were able to calculate indicative housing figures should Parish Council wish to look to update their Neighbourhood Plans.

PCC Police and Crime Plan Refresh Survey- **it was noted**.

MINUTES
RESOLVED 26/022: that the Minutes of the Parish Council Meeting held on 14th May 2026 were accepted as a true and accurate record and Cllr D Roberts, Chair of the meeting sign them.

[redacted]

ACTIONS SINCE LAST MEETING

The following actions were completed since the last meeting:

- Cllr Cooper was asked to escalate the siding out along the A51 with CWaC.
- Cllr Cooper to provide information on what PIP's mean.
- Exemption Certificate was submitted to External Auditor.
- AGAR was published on the website.
- Notice of Public Rights and publication of Annual Governance and Accountability Return was published on the website and put on the noticeboards between 3rd June and 14th July 2026.
- New policies were put on website.
- Updated policies were put on the website.
- Annual Report for 2025-26 was published on the website.

PLANNING

The Planning Register dated 06/07/2026 was circulated for Parish Councillors information.

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

- 26/01622/CAT – Tollemache House, High Street, Clotton, Tarporley CW6 0EG – Dismantle and remove Sycamore tree adjacent to main house. Tree has outgrown its space immediately adjacent to the house. Concerns root system is impacting drains for Tollemache house and Neighbouring property – the parish council reviewed this and agreed they did not wish to submit a comment on this.

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

- 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 - ***approved.***

Cllr D Roberts declared a disclosable interest in this application due to it being on family land.

- 26/01199/AGR - Land at High Street, Clotton – Erection of agricultural machinery building – ***decided – Prior approval not required.***

ACCOUNTS

Cashbook - The year-to-date cashbook and Outturn comparison against budget was circulated, and it was unanimously **RESOLVED 26/023** to accept the cash book and YTD summary dated 6th July 2026.

Bank Reconciliation against Cashbook YTD - **RESOLVED 26/024** to approve and Cllr Bibby to sign the Bank Reconciliation as presented to the meeting dated 6th July 2026.

Income and Payments since the last meeting

RESOLVED 26/025 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
09/06/2026	Interest	£5.94	Bank Interest
09/07/2026	Interest		Bank Interest

Payments made since the last meeting - for approval

Date	Payable to	Net Amount	VAT	Gross Amount	Comment
19/06/2026	Service Charge	£4.25	£0.00	£4.25	Bank Charges
25/06/2026	Mrs T Ryall-Harvey	£286.44	£0.00	£286.44	Clerk's Salary Tax Month 3

[redacted]

29/06/2026	HMRC	£71.60	£0.00	£71.60	HMRC PAYE Tax Month 3

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 4
HMRC PAYE	£71.60	£0.00	£71.60	HMRC Tax Month 4
Bank Charges	£4.25	£0.00	£4.25	Bank Charges for July
Mrs T Ryall-Harvey	£108.50	£0.00	£108.50	Clerk's Expenses - including contribution to mobile phone, office allowance, training, stationery, mileage etc

PARISH COUNCIL MATTERS

Financial Regulations – the updated Financial Regulations were circulated around the meeting and it was unanimously **RESOLVED 26/026** that these be adopted with immediate effect.

Defibrillator - Following the last meeting when Cllr Kinsey reported that a request from a residents had been received for a Defibrillator at Town House Business Park, the Clerk confirmed that she had applied for a defibrillator at the beginning of July when the Royal British Heart Foundation scheme re-opened but unfortunately, we were not successful. This information had been shared with the residents who had asked for the Defibrillator and the Parish Council were asked if they would be willing to contribute toward a defibrillator should the local businesses in that area decide to purchase one?

The PC to considered this and **RESOLVED 26/027** that they would be willing to contribute £750 towards the purchase of a defibrillator and case as long as it was installed and made available to all residents 24/7.

NALC Advice Note on Mileage Rate- an updated advice note on Mileage Rates was shared with the meeting and it was unanimously **RESOLVED 26/027** to adopt these revised rates and pay the back-dated mileage from April 2026.

CHESHIRE WEST AND CHESTER UPDATE

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

Cllr R Roberts had submitted written information regarding fly tipping on Corkscrew Lane to CWaC on 30th June 2026 that he had reported – this was noted.

The Clerk reported that the gullies on Corkscrew Lane, it was reported that CWaC had cleansed all gullies on 6th May 2026 and all seemed to be functioning satisfactorily.

Regarding the request the Parish Council submitted to CWaC for siding out of footpath on A51, Cheshire West had responded to say that Active travel funding is yet to be allocated to Highways in 26/27 financial year. The location has been added to CWaC siding out request list for consideration if funding is confirmed. If it is not, they will utilise a small portion of their minor works budget for siding out and this will be considered alongside other requests in the Chester Rural area.

DATE OF THE NEXT MEETING

The date of the next Parish Council meeting is Monday 19th October at 7.00pm.

Signed ..... Dated .....

Meeting finished 20:17