

# ANNUAL MEETING OF CLOTTON HOOFIELD PARISH COUNCIL

## Monday 16<sup>th</sup> May 2022 at 19:30 at Duddon Clotton and District Memorial Hall

### MINUTES

#### PRESENT

Cllr Geoffrey Bibby, Cllr Jane Nicholas, Cllr Charles Kinsey, Cllr Harry Tonge (CWaC)

Clerk: Mrs T Ryall-Harvey

Public – 0

#### ELECTION OF CHAIR AND VICE-CHAIR

01. **RESOLVED:** that Cllr Kinsey, proposed by Cllr Nicholas, seconded by Cllr Bibby be elected as Chair for 2022-23.
02. **RESOLVED:** that Cllr Nicholas, proposed by Cllr Kinsey, seconded by Cllr Bibby be elected as Vice-Chair for 2022-23
03. **RESOLVED:** that Cllr Bibby, proposed by Cllr Kinsey, seconded by Cllr Nicholas to be elected as Vice-Chair for 2022-23
04. **RESOLVED:** that the Acceptances of Office were signed.

**APOLOGIES** were received and accepted from and Cllr John Leather (CWaC) Wendy (PCSO)

**DECLARATION OF INTERESTS** – None raised.

**PUBLIC PARTICIPATION** – Cllr Tonge reported that there is a community lead carers consultation currently open until 19<sup>th</sup> June. The Pharmaceutical needs consultation is open until 25<sup>th</sup> May, Moving Traffic redistribution of responsibilities consultation is open 8<sup>th</sup> June. Full Council meeting on Thursday – main issues being covered are HS2 as it is going to come through our borough, Support for Ukraine motion – council is looking at housing needs etc; Cllr John Leather is up for formal election for Lord Mayor of Chester which takes place on Friday 20<sup>th</sup> May – **ACTION:** Send John Leather a congratulatory email.

#### CORRESPONDENCE

Tree on Willington Road - It was reported that correspondence from a resident had been received with regards to a mature tree that had been felled. The Clerk reported that this had been forwarded to Duddon and Burton Parish Council as this was in their area.

Beeston & Tarporley Station Re-opening – It was reported that the feasibility Study and Preliminary Business Case had been shared with the Parish Council and it was noted.

Wastewater Improvement Planned it was reported that correspondence had been received from Advance Plus who were representing United Utilities in regard to a proposed upgrade to a Wastewater Treatment Works. This was noted by the Parish Council.

Email from Mr R Roberts re planter ok to continue to maintain them & Poppies

PCSO – Reports of a Male attending allotments on Duddon Road smoking cannabis before leaving in his vehicle– Cllr Bibby raised concerns that no action has been taken regarding this.

**ACTION:** Respond back to PCSO and ask what action is being taken regarding the incident reported.

#### MINUTES

05. **RESOLVED:** that the Minutes of the Parish Council Meeting held on 28<sup>th</sup> March 2022 were accepted as a true record and signed by the Chairman.

#### ACTIONS SINCE LAST MEETING

The following actions were completed since the last meeting:

- **Finance** - payments had been processed that were approved.
- **Website** – the Clerk has put the minutes of the previous meetings on the website.
- **Letter re Consultation on relocating Telegraph Pole** – sent but no response.

- **Community Litter Picking** – due to only one resident coming forward a litter picking event could not be organised.

The following actions not otherwise on the agenda, received an update:

- **Flooding** – it was reported that the final Section 19 Reports were expected in July to CWaC

## **PLANNING**

The Planning Register dated 05-05-2022 was circulated for Parish Councillors consideration.

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

22/00947/FUL – 4 Yew Tree Farm Barn, Duddon Road, Clotton – Mixed equine and agricultural building to provide equine stabling and agricultural machinery and product storage including construction of menage (private) and midden – The Parish Council submitted a Neutral response to this application.

22/01107/FUL – Smithy House, Duddon Road, Clotton CW6 0EH – Single storey rear extension – the Parish Council submitted a response in Support of this application.

22/01178/FUL – The Waveney, Leadgate Lane, Clotton CH3 9BT – Demolition of existing garage/storage building and replacement outbuilding with ancillary gym and first floor office and storage space – the Parish Council submitted a Neutral response to this application.

22/00505/OUT – Land at the Paddock, Hoofield Hall, Hoofield Lane, Huxley – Erection of Two detached dwellings and garages - the Parish Council submitted a response Not Supporting this application.

Notification of Appeal re: 21/00802/FUL - Lane Adjacent to Rose Farm, High Street, Clotton - Erection of a 4 bedroomed detached dwelling – The Parish Council remained Neutral in relation to this Appeal and submitted no further response.

## **AUDIT**

### **Summary of Accounts for 2021-22**

06. **RESOLVED** to accept the summary of accounts for the year 2021-22.

### **Certificate of Exemption**

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

### **Annual Internal Audit Report for 2021-22**

The council noted the report dated 22<sup>nd</sup> April 2021 from the Internal Auditor.

### **Annual Governance Statement 2021-22**

07. **RESOLVED** that the Council agree to all points on the Governance Statement, Section 1 of the Annual Governance and Accountability Return (AGAR) 2021-22

### **Accounting Statement for 2021-22**

08. **RESOLVED** that the Council agree the accounting statement of the AGAR 2021-22.

### **Notice of Public Rights**

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

## **ACCOUNTS**

### **Cashbook**

10. **RESOLVED** to accept the cash book and YTD summary dated 5<sup>th</sup> May 2022.

### **Bank Reconciliation against Cashbook YTD**

11. **RESOLVED** to approve the Bank Reconciliation as presented to the meeting dated 5<sup>th</sup> May 2022.

### **Note Internal Auditor Report and Recommendations**

Following P Sanders being recruited to undertaking the Internal Audit for 2021-22, unfortunately due to ill health he was not able to complete the task and therefore it was agreed that S Irlam would undertake the Audit.

12. **RESOLVED:** The comments from the Internal Auditor were received and the actions agreed to be taken as listed below:-

- No Standing Orders of Financial Regulations available to review in evidence folder, these were viewed via the website – *Clerk undertook to ensure they were included in the evidence folder for 2022-23.*
- Section 2 – Accounting Sheet, insert 0 on line 10 – total borrowings – *Clerk undertook to do this.*
- Expenses claims for Clerk/RFO – separate out the amount of VAT paid in respect of items claimed – *Clerk undertook to do this moving forward.*

**Payments approved for payment in between meetings**

13. **RESOLVED** to approve the payments of the following items in between meetings for 2021-22 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**

14. **RESOLVED** to approve payment of the Insurance for 2021-22 at a cost of £644.15

**CHALC Membership**

15. **RESOLVED** to approve the payment of the CHALC membership for 2022-23 at a cost of £129.96

**Income and Payments since the last meeting**

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

£0.09 in April and £0.09 in May Bank Interest  
£6,538 from CWaC for Precept for 2022-23  
£200.58 from HMRC for VAT Refund for 2021-22

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

Clerk's Salary	Tax Point 1	£229.99
Clerk's Salary	Tax Point 2	£279.88
Clerk's Expenses	To include Training, Stationery, Office Allowance, Mobile Phone, Printing and Travel	£401.89
Autela Payroll Services	Q4 Payroll	£67.20
HMRC PAYE	PAYE Month 1 & 2	£127.40
CHALC	Subscription	£129.96
Insurance	Annual Insurance Fee	£644.15

**HIGHWAYS**

The issues logged via CWaC Report IT system have been reported, logged, monitored and updated since the last meeting.

It was reported that the following item had been completed since the last meeting:-

- 40mph sign on the A51 replaced.

**PARISH COUNCIL MATTERS**

**Parish Council Vacancies** – it was reported that there were 5 vacancies for Parish Councillors available should any members of the public be interested in joining. There had been no election called following the recent resignation so that Parish Council were able to co-opt against all five vacancies.

**Roles and Responsibilities**

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

Cheque signatories – Cllr J Nicholas, Cllr G Bibby  
Communications & Events –  
Duddon CWM Hall – Cllr G Bibby  
Footpaths, Footways, Pavements & Bridleways – Cllr C Kinsey  
Highways Matters & A51 – All Councillors  
Environment & Litter Picking – Cllr G Bibby  
Neighbourhood Plan –  
Public Transport –  
Local Public Transport Provision –  
Planning – All Councillors  
Tarvin Educational Foundation –  
The Clerk also outlined that the Tarvin Educational Foundation were looking for a representative – they meet upto three meetings a year and look at providing grants for educational purposes to children within the Ancient Parish of Tarvin.  
Training - Clerk  
Facebook & Twitter – Clerk  
Noticeboards – Clerk

### **Policies**

19. **RESOLVED** to adopted the policies for 2022 as is and review again in May 2023.

### **Code of Conduct**

20. **RESOLVED** to adopt the revised Code of Conduct as provided by Cheshire West and Chester Council

### **Dates of Meeting for 2022-23**

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

Monday 19th September, 2022 at 7.30pm  
Monday 16th January, 2023 at 7.30pm  
Monday 20th March, 2023 at 7.30pm  
Monday 15th May, 2023 at 7.30pm Annual (First) Meeting

## **COMMUNITY PROJECTS**

### **Queens Jubilee Event**

It was reported that an event was being planned for Friday 3<sup>rd</sup> June to commemorate the Queen Platinum Jubilee between 12 noon and 4pm. This event was being organised by Duddon and Burton Parish Council and Clotton Hoofield Parish Council and all residents were invited.

### **Event includes:-**

Hog Roast,  
Bouncy Castle  
Chocolate Fountain  
Magic Mirror  
Teas, Coffee and cakes

### **DATE OF THE NEXT MEETING**

The next meeting would take place on Monday 19<sup>th</sup> September 2022.

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