

# CLOTTON HOOFIELD PARISH COUNCIL

**To the Members of Clotton Hoofield Parish Council:** You are hereby summoned to attend the Meeting of the Parish Council on Monday 20<sup>th</sup> March 2023 to be held in Duddon, Clotton and District Memorial Hall, which will begin at 7.00pm, for the transaction of the business set out below.

MEMBERS OF THE PUBLIC AND PRESS ARE INVITED TO ATTEND ALL COUNCIL MEETINGS  
(Public Bodies (Admission to Meetings) Act 1960)

Signed *Trudy Ryall-Harvey*.

Clerk

9/01/2023

[Clerk.clottonhoofieldpc@gmail.com](mailto:Clerk.clottonhoofieldpc@gmail.com) or 07784 486 767

## AGENDA

1.	<b>APOLOGIES</b>	And reason for absence.	Chair
2.	<b>DECLARATIONS OF INTEREST</b>	Members to declare any interest under the following categories: pecuniary, outside body and family, friend or close associate.	Chair
3.	<b>EXCLUSION OF PRESS AND PUBLIC</b>	Council is asked to discuss excluding the Press and public for any item listed on the below Agenda.  The Parish Council may exercise their right to exclude the public and press by resolution from a closed meeting due to the confidential nature to be discussed pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.	Chair
4.	<b>PUBLIC PARTICIPATION</b>	When members of the public may comment or raise questions regarding matters affecting the Parish.  <i>This provides an opportunity for members of the public (who are not usually permitted to speak during the meeting except by special invitation of the Chairman) to participate by asking questions, raising concerns or making comments on matters affecting Clotton Hoofield. No decision can be taken during this session, but the Chairman may decide to refer any matters raised for further consideration. N. B Councils cannot lawfully decide items of business that is not specified in the summons/agenda (LGA1972 Sch 12, paras 10(2)(b) and Longfield Parish Council v Wright (1918) 88 LJ Ch 119</i>	Chair
5.	<b>CORRESPONDENCE</b>	<ul style="list-style-type: none"> <li>- Tarporley War Memorial Hospital Trust – Spring Newsletter - to note.</li> <li>- CWaC Applications for communities to mark the coronation of King Charles III – to agree any action required.</li> <li>- Cheshire West and Chester Council: Draft Local Validation Checklist – to agree any action required.</li> <li>- CW&amp;C EVCI Strategy Consultation Presentation – to note the feedback received.</li> <li>- Any other correspondence received following Agenda being circulated.</li> </ul>	Clerk
6.	<b>MINUTES</b>	To approve the minutes of the Parish Council meeting held on 16 <sup>th</sup> January 2023	Chair
7.	<b>ACTIONS</b>	To note actions list and receive additional updates	Chair
8.	<b>PLANNING</b>	To note planning applications as listed on the planning register, including comments submitted since the last meeting and enforcement matters.	GB
9.	<b>ACCOUNTS</b>	<ol style="list-style-type: none"> <li>1) To accept the Cash Book and review the Outturn against Budget to date.</li> <li>2) To approve the Bank Reconciliation against Cashbook YTD.</li> <li>3) To approve Income and Payments since last meeting.</li> </ol>	Clerk Clerk Clerk
10.	<b>HIGHWAYS</b>	To review the REPORT IT items and work undertaken since the last meeting.	CK
11.	<b>PARISH COUNCIL MATTERS</b>	<ol style="list-style-type: none"> <li>1) Elections – to receive an update on the election process for May'23.</li> <li>2) To review and agree the Parish Council's Risk Assessment for 2023.</li> <li>3) To review and update the Asset Register for 2023.</li> <li>4) To agree and appoint an Internal Auditor for 2022-23.</li> </ol>	Clerk

		5) To discuss the possibility of the Parish Council funding the planting of wildflowers in Hoofield.	
	<b>DATE OF NEXT MEETING</b>	To agree the date of the Annual Meeting as Monday 22 <sup>nd</sup> May 2023 at 7.00pm.	

# Applications open for communities to mark the Coronation of King Charles III

 22 February 2023

 Average read time: 2 minutes

Applications are now open for communities in west Cheshire to receive up to £500 to fund celebrations and activities to mark the Coronation of King Charles III.

The Coronation of His Majesty The King and Her Majesty The Queen Consort will take place at Westminster Abbey on Saturday 6 May 2023 and many communities may wish to celebrate the historic occasion with events over the Coronation Weekend between Saturday 6 and Monday 8 May 2023 and throughout the Coronation year.

An additional bank holiday has been granted on 8 May and, as with other significant royal occasions, this is an opportunity to spend time and celebrate with friends, family and communities.

To help communities celebrate the occasion, each existing ward councillor has a budget £500 to support the celebrations and activities in their own ward and/or the wider borough. Applicants can apply for a maximum of £500 and minimum of £100 per project, per ward councillor.

Councillor Carol Gahan, Cabinet Member for Finance and Legal, said:

“ The Council considers the Coronation to be an important and monumental occasion for the residents of the Borough, and we are delighted to be able to offer funding for our communities to come together in celebration of the event. An additional budget allocation has been made available to each existing ward councillor to support community-based activity in recognition of the year of the Coronation. We look forward to the celebrations and seeing community spirit in action. ”

Applications will be considered from groups who show they are providing a community-based activity in recognition of the year of the Coronation. Funding applications open on 22 February, and close on 22 March 2023. Payments for successful applications will start to be released on 3 April 2023.

Guidance on how to plan an event and to apply for funding:

**From:** PLANNING <Planning@cheshirewestandchester.gov.uk>  
**Sent:** 01 March 2023 15:48  
**Subject:** FW: Cheshire West and Chester Council: Draft Local Validation Checklist

Dear Agents/Applicants/Consultees/Parish Councils,

### **Cheshire West and Chester Council: Draft Local Validation Checklist**

To help assess, determine and comment on planning applications, it is important that they are submitted with all the information needed. At the same time, it is important that the information requirements are proportionate. With the aim of striking this balance, Cheshire West and Chester Council has produced a draft Local List and we are seeking your comments on it.

A Local List is a list of documents that must be submitted with certain types of planning applications (in addition to the National Validation Requirements). To provide certainty, we have tried to set clear thresholds, mostly reflecting situations where we believe the information would always have been required during the application process. Where the information required depends on the site specifics, we have tried to provide details of how to find constraints (and the relevant links) in the 'details' column.

In accordance with guidance issued by the Department for Levelling Up, Housing and Communities and Ministry of Housing, Communities and Local Government, we are consulting the local community, including regular applicants, agents, consultees and Parish Councils. In preparing the List we have had regard to article 11(3)(c) of the Town and Country Planning (Development Management Procedure) Order 2015, and to paragraph 44 of the National Planning Policy Framework.

**The draft Local List can be viewed on the Council website at: [Cheshire West and Chester Local List - Details - Keystone](#)** If you require an alternative format, please let us know.

You can view the draft List and **make comments online** by following the link above. The consultation will run until 5pm on 22 March 2023. You will need to login to submit comments – for help logging in, please email [planningpolicy@cheshirewestandchester.gov.uk](mailto:planningpolicy@cheshirewestandchester.gov.uk). If you have previously commented on a Local Plan consultation via our website you will have a login already. If you have a comment on a specific part of the document, please ensure you include the Table and Row number.

If you would like any further information or to discuss this further, please do not hesitate to contact us using the details below.

Kind regards,

**Bethan Armstrong**  
*Principal Planning Officer – Team Leader*  
**Cheshire West and Chester Council**  
(Working days – Monday – Thursday)

Email: [planning@cheshirewestandchester.gov.uk](mailto:planning@cheshirewestandchester.gov.uk)  
Address: The Portal, Wellington Road, Ellesmere Port, CH65 0BA  
Visit: [www.cheshirewestandchester.gov.uk](http://www.cheshirewestandchester.gov.uk)



# TARPORLEY

## WAR MEMORIAL HOSPITAL TRUST

Registered Charity Number: 700336

Welcome to our Spring newsletter 2023. The future of Tarporley War Memorial Hospital was secured in January 2022 when the Trustees cemented a partnership with the Countess of Chester Hospital Trust (CoCH).

## New & exciting services at TWMH



Since then, work has been underway to develop the building to support a range of new and exciting services. Many of these services are already available, while others will be developed during the year.

Whilst development has taken longer than expected, this afforded an opportunity for the Trustees to consult widely and plan carefully the shape and ongoing work of the charity – ensuring that future fundraising is targeted where it is most needed.

Meeting in person with Parish Councils, local interest groups and other charities has really helped to consolidate plans and re-establish communication and relationships within the community.

### Services that are now available include:

- Rapid Response
- Ultrasound weekly clinics
- Midwives' weekly clinics
- Hospital at home IV clinics
- Physiotherapy
- Health visiting and baby clinics

- Podiatry, leg ulcer and dressing clinics
- Doppler clinic

### Coming Soon

CoCH will soon to be looking to introduce children's and adult therapy services, neurotherapy clinics and more consultation rooms are being developed for planned and urgent appointments. We will share more detail on all the current and new services in the coming months.

## The Magic of Music

Following our consultation that helped to identify our community's healthcare needs, we are pleased to announce a special project with Purple Angels.

Music is proven to have many benefits for those with dementia. It can help reduce anxiety and depression, while also helping to maintain speech and language. It has also been shown to enhance the quality of life and positively

impact those around them.

To get a loved one living with dementia a free MP3 player loaded with their favourite music, all you have to do is find the songs and artists they like (up to 15 tracks) and email them to us, including a name and address.

Please email Gil at [g.martin@twmh.org.uk](mailto:g.martin@twmh.org.uk)

Once processed, Purple Angels will send you an MP3 player with

the song choices, leads and new headphones all completely free. Even postage is free!

We are proud at The Tarporley War Memorial Hospital Trust to work in partnership with Purple Angels Dementia Charity, supporting the communities of Cheshire.

Purple Angels  
Charity #1189616



# Meet the Team

In each newsletter we want to introduce members of our team and allow them to share their thoughts on the recent developments at the hospital. You can also find out more about the members of our team on our website.



**Andy Chittenden**  
Chair of the Trustees

“At the recent AGM in November 2022, we reached a watershed moment where we came together with colleagues from COCH to explain to our community the new and very real plans for the hospital. It was a defining marker that separated the recent difficult financial and operational pressures from the new landscape which gives us a new opportunity to make a positive difference in a fresh and constructive way.”



**Jacquelyn Rutter**  
Business Development & Facility Manager

“I live locally in Kelsall with my husband, daughter and our dog. Being a local resident and mother myself, I know all too well the importance rural communities place on their ability to access NHS services. I join the team at Tarporley War Memorial Hospital with one key goal; to develop this unique facility in order that it may support the delivery of NHS services, locally, for many years to come.”

## Become a Trustee

We are currently looking for a new Trustee/Non-Executive Director for TWMH who ideally is local to this part of Cheshire.

This is an unremunerated role with a commitment of five formal meetings per year in person, an additional online meeting during the other months and some email/reading.

Candidates from a wide range of backgrounds would be very welcome to apply, and especially if this might be your first non-executive role. We would particularly welcome interest from candidates with expertise in digital/IT/data management as this skill set would be of great benefit to the management team and Board.

In the first instance, please contact Sarah Mills, Business Manager ([s.mills@twmh.org.uk](mailto:s.mills@twmh.org.uk)).

## A huge thank you to Portal Golf Club members

TWMH Trust was very privileged to be chosen by Past Captains, Andrea and Rob, as their Captain's Charity for 2022.

Throughout the year, Portal Golf Club members took part in numerous fundraising events, including a Longest Day Golf Challenge (covering a staggering 60 miles in a day), the Captain's Drive-In and a festive Turkey Trot. They raised over £30,000 in total, which is a fantastic achievement.



TWMH Trustee, Chrissy Lees-Jones, and Jacquelyn Rutter, Business Development & Facility Manager for the Countess of Chester at Tarporley War Memorial Hospital, were delighted to attend Portal Golf Club's AGM last week to receive their donation.

The monies raised will be used to buy larger pieces of rehabilitation equipment for use in both the Children & Adult Therapy rooms. Thanks to Portal Golf Club members, the therapy teams are able to purchase a variety of specialist equipment that would not be available through the NHS and which will make a real difference to the quality of care.

Congratulations to Past Captains, Andrea and Rob, and all their fellow golfers on such a successful fundraising campaign. We hope everyone had lots of fun in the process.

On behalf of TWMH Trust and everyone at Tarporley War Memorial Hospital, thank you for choosing our charity and helping us achieve our goal of enhancing health and social care services in the local community.

## Finally, and most importantly...

A big thank you to all our loyal supporters for your continued support and generous donations, especially during the last couple of difficult years. TWMH has played such an important role in the health and wellbeing of our community since 1919 and we hope that its new evolution will see it going from strength to strength.

To receive news of developments throughout the year as they happen, please follow us on our Facebook page at [facebook.com/TWMHospital](https://facebook.com/TWMHospital) or contact us via the website [www.tarporleyhospital.co.uk](http://www.tarporleyhospital.co.uk).

MEETING OF CLOTTON HOOFIELD PARISH COUNCIL  
Monday 16<sup>th</sup> January 2023 at 19:00 at Duddon, Clotton and  
District Memorial Hall

**MINUTES**

**PRESENT**

Cllr Geoffrey Bibby, Cllr Jane Nicholas, Cllr Charles Kinsey, Cllr Harry Tonge

Clerk: Mrs T Ryall-Harvey

Public – 1

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

**DECLARATION OF INTERESTS** – None raised.

**PUBLIC PARTICIPATION –**

Richard Roberts, Trustee and Board Member of Tarporley War Memorial Hospital Trust attended the meeting and reported as follows:-

Tarporley War Memorial Hospital would like to take this opportunity to thank your community for their patience and on-going support during what has been challenging times for the hospital.  
The last 2 years have been a difficult one for the hospital.

We faced unprecedented challenges including:- The COVID pandemic; Increasing costs; Annual losses (to highlight this, the hospital produced a net deficit for the year ending 31st March 2022 of £427,953); Increasing competition within healthcare to recruit, retain and reward staff.

Clinically, there were issues identified that were impacting on the Hospital's ability to provide safe, quality care. As a result, the Trustees took the difficult decision to cease providing clinical services at the hospital.

It was therefore necessary to seek an alternative structure under which the charity could continue to support the provision of healthcare services in the community. The Trustees are delighted that the future of the Tarporley Hospital has been secured by arrangements reached with the Countess of Chester NHS Foundation Trust under which Tarporley Hospital premises is to be a rural hub for the provision of services.

A first programme of refurbishment work has been completed and this will allow 2 services to be based at the hospital:

**THE RAPID RESPONSE TEAM:** The service will aim to facilitate prompt and early supported discharges from hospital back into the community and thus reduce the length of patient stay.

**THE HOSPITAL AT HOME TEAM:** will manage a specific cohort of patients who can now choose to be looked after in their own home rather than be normally treated in hospital.

Patients are treated as though admitted to hospital but managed within their own home.

Hospital at home clinics, for example for administering intravenous antibiotics started on site in October.

Phase 2 of the development work at the hospital will see existing bedrooms converted into consultation rooms which will enable the Countess of Chester to deliver planned care Outpatient Clinics at this rural setting.

The 2 ward areas will be converted into large multi-function clinic rooms, one specifically for Children's Therapy services and the other for neurotherapy clinics.

In addition, several other clinics will also be based at the site in the near future. These will include:

- Health visiting and baby clinics
- Podiatry, leg ulcer and dressing clinics
- Heart failure specialist nurse clinics

The large day space area to be multi-purpose to allow for patient education, for example weight management, diabetes education, strength and balance classes. Community groups will also be able to hire this space.

In addition, as historically, there continues to be other services provided on site, for example:

- The physiotherapy department runs an outpatient service
- Ultrasound appointments are run by Countess of Chester Hospital on the premises every Thursday
- Weekly GP clinics for minor surgeries and cryotherapy.

The Trustees remain confident that these new arrangements, which have put the Hospital on a more secure financial footing, will bring increased and significant healthcare benefits to our local community.

Tarporley Hospital is an excellent position to provide valuable services both for clinical and non-clinical in a rural setting and to ensure local residents have access to services closer to home.

We have provided, and will continue to provide, updates to the community as the Countess of Chester develops its plans and mobilises services from the premises.

Our role as Trustees is to secure and promote the success of the charity. With this in mind, we have reflected that whilst the Charity has more than 100 years of effective support for local people in relation to physical health, there may now also be opportunities to find partners with whom to support local mental health initiatives.

It is important to note that the charity can and will support a range of local projects; we are not constrained by the partnership or limited to funding only Countess of Chester led activities. We are proud to be working in partnership with Purple Angels Dementia Charity, supporting the communities of Cheshire.

A resident was pleased to report that during the recent heavy rainfall there was no flooding issues outside K9 Dog Kennels and by Brook Cottage on Corkscrew Lane following the work that the CWaC had recently undertaken.

Cllr Tonge also reported that Highways had been working hard on Willington Lane in Kelsall and Quarry Lane Kelsall where further flood issues had also been resolved.

Cllr Tonge reported that CWaC have an online consultation that they are currently undertaking on their Playing Field Strategy – the consultation closes on 12<sup>th</sup> March for any residents interested in providing comments.

Cllr Tonge comments on the current position CWaC were in regarding Travellers Sites in the area, including the one by Okells Nurseries.

## **CORRESPONDENCE**

Police Crime Commission - Budget 2023-24 – information on a survey being undertaken by the Police Crime Commissioner was circulated for the meeting's information.

Notification of external auditor appointment until 2026-27 - it was noted following the recent consultation, that PKF Little John has been appointed as the auditor for the period 2022-23 – 2026.

Road Safety email from resident – an email from a resident was circulated and discussed at the meeting following concerns raised about road safety. It was agreed that these concerns should be shared with CWaC Highways.

Letter from Mr Timpson MP – a letter received from Mr Timpson MP about high speed traffic travelling along the A51 was received and it was noted that a further response was expected in the future.

CWaC had provided their most recent speed analysis which was carried out in 2020. The Parish Council requested a more up-to-date survey due to Covid lock-down taking place in 2020.

**ACTION:** CWaC have agreed to undertake an updated survey. Following this the Parish Council to consider getting feedback from residents regarding their concerns regarding the A51.

**ACTION:** Cllr Tonge to provide details of working been carried out by Matthew Waterhouse and the A51 Group on residents' concerns relating to A51.

United Utilities – It was reported that a letter had been circulate to residents from United Utilities regarding improving the wastewater network - wastewater pipeline Utkinton – Duddon -Tarvin – a consultation meeting was taking planned for Wednesday 18<sup>th</sup> January between 2.30pm – 7pm at Duddon, Clotton and District War Memorial Hall.

## MINUTES

32. **RESOLVED:** that the Minutes of the Parish Council Meeting held on 26<sup>th</sup> September 2022 were accepted as a true and accurate record and signed by the Chairman.

## ACTIONS SINCE LAST MEETING

The following actions were completed since the last meeting:

- Letter had been sent to Mr Timpson MP about the speed traffic travels along A51.
- An area for wildflower planting had been nominated to CWaC for them to suggest to their Ward Councillors for approval for planting wild flowers.
- Neighbourhood Pride Scheme application had been submitted to CWaC
- Request to Tarporley War Memorial Hospital had been submitted
- Request for Traffic Survey along A51 had been submitted
- **Finance** - payments had been processed that were approved.
- **Website** – the Clerk has put the minutes of the previous meetings on the website.
- **Meeting Date** – the village hall had been booked for the January 2023 meeting.

## PLANNING

The Planning Register dated 09-01-2023 was circulated for Parish Councillors consideration.

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

21/04362/FUL – Land south of High Street, Clotton, Chester – Construction of a temporary 17.57 MW Solar Farm, to include the installation of Solar Panels with transforms, a substation, a DNO control room, a customer substation, GRP comms cabin, security fencing, landscaping and other associated infrastructure - **approved**.

22/00394/FUL – Pleasant View, High Street, Clotton CW6 0EG – Construction of new detached garage – **approved**.

22/00338/FUL – Hill View, High Street, Clotton CW6 0EG – Single Storey rear extension to replace temporary flat roof structure – **approved**.

22/00505/OUT – Land at the Paddock, Hoofield Hall, Hoofield Lane, Huxley – Erection of two detached dwellings and garages – **refused**.

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 – **approved**.

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

22/03038/FUL – 1 Yew Tree Bank, Clotton, Hoofield CW6 0EJ – Alterations to driveway to include creation of new vehicle crossing and dropped kerb – the Parish Council submitted a neutral response to this application.

22/03628/FUL – Iddenshall Grange, High Street, Clotton CW6 0EQ – Enlargement of residential curtilage and extension of the recently allowed converted cow shed at Iddenshall Grange – the Parish Council submitted a response in support of this application.

22/04541/HED - Various Locations Along The Route of A Proposed Sewer Pipeline From Utkinton To Tarvin Via Duddon - Removal of various sections of mid and end hedgerows (16 locations) to lay a new wastewater pipeline – The Parish Council agreed not to comment on this application.

## ACCOUNTS/

### Cashbook

33. **RESOLVED** to accept the cash book and YTD summary dated 9<sup>th</sup> January 2023.

### Bank Reconciliation against Cashbook YTD

34. **RESOLVED** to approve the Bank Reconciliation as presented to the meeting dated 9<sup>th</sup> January 2023.

### Income and Payments since the last meeting

35. **RESOLVED** - To note the income received of:  
£0.42 in September, £0.42 in October, £1.06 in November and £2.26 in December for Bank Interest

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

Clerk's Salary	Tax Point 7	£241.20
Clerk's Salary	Tax Point 8	£241.20
Clerk's Salary	Tax Point 9	£366.17
Clerk's Salary	Tax Point 10	£255.13
Clerk's Expenses	To include Training, Stationery, Office Allowance, Mobile Phone, Printing and Travel	£132.46
HMRC PAYE	PAYE Tax Month 7	£60.40
HMRC PAYE	PAYE Tax Month 8	£60.40
HMRC PAYE	PAYE Tax Month 9	£91.40
HMRC PAYE	PAYE Tax Month 10	£63.80
PQR Limited	Payroll Services Q3 & Q4	£61.20
PQR Limited	Payroll Services Q2	£30.60
One.com	Website Domain Renewal	£171.44

### Implementation and backdate of the new Pay Scale Award for 1<sup>st</sup> April 2022 onwards.

It was reported that following the agreement on the new pay scales for 2022-23 to be implemented from 1 April 2022. Employers are encouraged to implement this pay award as swiftly as possible.

37. **RESOLVED** to the agreed new pay scales for 2022-23 and this be backdated to 1<sup>st</sup> April 2022.

### Community Event

38. **RESOLVED** to include £1,000 towards Community Services for 2023, £500 to be carried over from the Jubilee Event planned for 2022 and not spent and £500 from the 2023 budget.

### Budget

39. **RESOLVED** to approve the budget for 2023-24 of £7,316 as set out below with the difference between the budgeted expenses and income being met via carryover of funds from 2022-23 to go towards the £500 Community Events and Reserves: -

<b>People &amp; Expenses</b>	
Clerk	2,820
HMRC tax	720
Mileage	60
Training	300
Chairmans allowance	0
<b>Professional service</b>	
Insurance	700
Internal Audit	50
The Accounts Center - Payroll	135
<b>General Services</b>	
Website	170
Room Hire	120
Planter Maintenance	40
<b>Admin</b>	
CHALC Membership	130
Other memberships	50
Data Protection fee	35
Admin	50
Post	120
Stationery	150
Office Allowance	216
Elections	200

<b>Projects</b>	
Ad Hoc Beneficial items (S137)	150
Community Events	1,000
Speed Initiative PCC	0
Community Litter Picking	0
General	100
<b>Inflation %</b>	0
<b>Contingency % of above</b>	0
<b>TOTAL CASH OUT</b>	<b>7,316</b>

<b>RECEIPTS</b>	
Precept	6,735
Bank Interest	16
VAT recovery	100
Ward contribution	0
CWAC contribution	0
<b>TOTAL CASH IN</b>	<b>6,851</b>

**Precept for 2023-24**

40. **RESOLVED** request a Precept for 2023-24 of £6,735 which is 2 % increase on 2022-23 and equates to £0.76 increase on a Band D house.

**SLCC Membership for 2023**

41. **RESOLVED** that the payment for the Clerk’s membership to SLCC be approved – costing £187.00, to be split between five parish council.

**HIGHWAYS**

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

- Grip under hedge on Corkscrew Lane – CWaC have undertaken further investigations into the grip under hedge on Corkscrew Lane, they found and have improved a problem with a historic drain system which had been buried and will continue to monitor in the future.
- Road Markings on Willington Lane/Wood Lane junction – these have been replaced.

Items raised with CWaC since the last meeting:-

- Flood on A51 during heavy rainfall in January – it was confirmed that Highways had been working for ongoing to resolve this issue as a matter of urgency.

**PARISH COUNCIL MATTERS**

**Elections** – The Clerk reported that there would be an election on Thursday 4<sup>th</sup> May 2023 for all those parish councillors and or residents wishing to stand for the next four year term of office.

All those interested in becoming a Parish Councillor will need to apply or re-apply for a position. The Notice of Election will be published on Thursday 16<sup>th</sup> March, this information will need to be posted on the Parish Council’s website and noticeboards.

All nominations will need to be completed and taken to either Chester, Ellesmere Port Library or Wyvern House Winsford by appointment only before 4pm on Tuesday 4<sup>th</sup> April.

**COMMUNITY PROJECTS**

**Neighbourhood Pride Scheme**

Following the joint submission between Clotton Hoofield and Duddon Burton Parish Councils to clear, side back and removal of weeds from footpaths along A51. Cllr Harry Tonge confirmed that this scheme had been successful and should take place by the end of March 2023.

**DATE OF THE NEXT MEETING**

The next meeting would take place on Monday 20<sup>th</sup> March at 7.00pm 2023.

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

## Clotton Hoofield Parish Council Planning Register 2022-23

Received	Number	Location	Description	PC Response	Result
Mon 19 Apr 2021	21/01718/FUL	Land At Orchard Cottage Rode Street Tarporley Cheshire	Re-instatement of dropped kerb	Support	Awaiting Decision
6th Jan 2022	22/00053/FUL	Land At Duddon Road Clotton Tarporley	Erection of agricultural buildings to assist with allotment operations (Retrospective)	Not Supported	Awaiting Decision
Thu 16 Jun 2022	22/02239/LBC	Clotton Hall High Street Clotton Tarporley CW6 0EH	Install mezzanine floor within hayloft to extend existing use and erect timber cladding and timber access door to southern elevation	Supported	Approved
Mon 13 Jun 2022	22/02216/PDQ	Iddenshall Grange High Street Clotton Tarporley CW6 0EQ	Conversion of redundant cow shed adjacent into one dwelling	Supported	Decided
Wed 03 Aug 2022	22/03330/DSM	Near The Haven and Rose Lea Cinder Lane Clotton Chester CW6 0UB	BT intends to install fixed line broadband electronic communications apparatus (6x 9m medium wooden poles) (Ref WP2-WP7 WDGRJJ6W)	Not Consulted upon	Decided  Notification Closed
4th Oct 2022	22/03038/FUL	1 Yew Tree Bank Clotton Hoofield Chester Cheshire CW6 0EJ	Alterations to driveway to include creation of new vehicle crossing and dropped kerb	Neutral	
15th Nov 2022	22/03628/FUL	Iddenshall Grange High Street Clotton Tarporley CW6 0EQ	Enlargement of residential curtilage and extension of the recently allowed converted cow shed at Iddenshall Grange	Supported	
Thu 23 Feb 2023	23/00588/FUL	1 Brookdale Cottage Willington Lane Clotton Tarporley CW6 0HQ	Alterations to existing windows, to include replacing existing bay door with a window		

AGR – Agricultural application  
 CAT – Conservation area tree  
 FUL – Full application  
 LBC – Listed building consent  
 PDQ – Agricultural Buildings to Dwelling Houses  
 REF - Appeal  
 S73 – Minor material amendments  
 LDC – Lawful Development Certificate  
 TPO – Tree Preservation Order

Trudy Ryall-Harvey  
 10/03/2023

Budget Element	Calc. %	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	2022-23 Budget	2022-23 Budget	Variance	Commentary	
<b>EXPENDITURE</b>																		
People & Expenses																		Costs include VAT
Clerk		229,999		510	230	230	230	241	241	366	255		510	3,043	2,700	-343		
HMRC tax		57	70		115	57	57	60	60	91	64		128	761	684	-77		
Mileage			9				9						35	52	210	158		
Training			262				16							278	450	172		
Chairman's allowance														0	0	0		
<b>Professional service</b>																		
Insurance				644										644	230	-414		
Internal Audit				50										50	52	2		
The Accounts Center - Payroll					31			31		61				122	196	74		
<b>General Services</b>																		
Website								171						171	170	-1		
Room Hire														45	120	75		
Planter Maintenance														0	80	80		
<b>Admin</b>																		
CHALC Membership				130										130	130	0		
Other memberships											37			37	50	13		
Data Protection fee														35	35	0		
Admin				20							14			34	50	16		
Post														0	120	120		
Stationery				44							18			94	160	66		
Office Allowance				68							36			208	216	8		
Elections														0	0	0		
<b>Projects</b>																		
Ad Hoc Beneficial Items (S137)											27			27	150	123		
Community Events														0	100	100		
Speed Initiative PCC														0	300	300		
Community Litter Picking														0	50	50		
General														0	250	250		
Inflation %	2.00%	0	0	0	0	0	0	0	0	0	0	0	0	0	130	130	Provision	
Contingency % of above		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
<b>TOTAL CASH OUT</b>		<b>287</b>	<b>1,296</b>	<b>510</b>	<b>376</b>	<b>287</b>	<b>447</b>	<b>504</b>	<b>363</b>	<b>458</b>	<b>451</b>	<b>0</b>	<b>754</b>	<b>5,732</b>	<b>6,633</b>	<b>901</b>		

RECEIPTS		Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	2022-23 Budget	2022-23 Budget	Variance	Commentary
Precept	6379 2.50% Monthly	6,538	0.08	0.08	0.09	0.33	0.42	0.42	1.06	2.26	4.23	5.04	4.66	6,538	6,538	0	
Bank interest		0.09												19	2	-17	
VAT recovery		201												201	140	-61	
Ward contribution														0	0	0	
CWAC contribution														0	0	0	
<b>TOTAL CASH IN</b>		<b>6,739</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>4</b>	<b>5</b>	<b>5</b>	<b>6,758</b>	<b>0</b>		
Transaction Cash flow		6,452	-1,296	-510	-375	-287	-447	-503	-362	-455	-447	5	-749		6,437		

RESERVES		Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	2022-23 Budget	2022-23 Budget	Variance	Commentary
Projected	10843													10,843			
Grants & Projects - to be taken from reserves																	
- A51 Speed Limit (40)		3,250												0	3,250	0	
Election Reserves		2,500												0	2,500	0	
Portion of Precept in Reserves		2,673												2,673	2,673	0	
General Reserves		1,500												1,500	1,500	0	
CLL Projects		920												920	920	0	
<b>TOTAL IN RESERVES</b>		<b>10,843</b>	<b>0</b>	<b>10,843</b>	<b>11,421</b>												
Projects Cashflow		3,868	3,868	1,868	1,368	1,368	1,368	1,368	1,368	1,368	1,368	1,368	1,368		1,368		

## Clotton &amp; Hoofield Parish Council

## Cashbook 2022-23

STATEMENT DATE	Description	Res	M/P	Power	People	Professional Services	EXPENDITURE including VAT					Projects & Grants from Reserves	VAT Reclaim	Receipts	Totals	Comments
							General Services	Admin	Projects	Projects & Grants from Reserves	VAT Reclaim					
11/04/2022	Interest	16	116											£0.09	0.09	Bank Interest
08/04/2022	CWAC	16	116											£6,538.00	6,538.00	Bank Interest
22/04/2022	HMRC VTR	16	116											£200.58	200.58	CWAC Receipt
25/04/2022	Mrs T Ryall-Harvey	17	116	1	-£229.99										-229.99	VAT Refund
29/04/2022	HMRC PAYE	17	116	1	-£57.40										-57.40	Clerk's Salary Tax Month 1 PAYE
09/05/2022	Interest	16	116											£0.08	0.08	Bank Interest
17/05/2022	Came & Company	17	116	4		-£644.15									-644.15	Bank Interest
17/05/2022	CHALC	17	116	8		-£129.96									-129.96	Parish Council Insurance
17/05/2022	HRMC PAYE	17	116	1	-£70.00										-70.00	CHALC Membership for 2022-23 PAYE
17/05/2022	Mrs T Ryall-Harvey	17	116	1						-£371.86					-401.89	Clerk's Expenses
17/05/2022	Sue Irlam	31	120	1		-£50.00									-50.00	Clerk's Expenses
07/06/2022	Mrs T Ryall-Harvey	17	116	1	-£279.88										-279.88	Internal Auditor
09/06/2022	Interest	30	120											£0.08	0.08	Clerk's Salary Tax Month 2
24/06/2022	Mrs T Ryall-Harvey	31	120	1	-£229.99										-229.99	Bank Interest
01/07/2022	HMRC PAYE	31	120	1	-£57.90										-57.90	Clerk's Salary Tax Month 3 PAYE
11/07/2022	Interest	30	120											£0.09	0.09	Bank Interest
18/07/2022	PQR Limited	31	120	1		-£25.50									-30.60	Bank Interest
25/07/2022	Mrs T Ryall-Harvey	31	120	1	-£229.79										-229.79	Payroll Provider Q1
26/07/2022	HMRC PAYE	31	120	1	-£57.60										-57.60	Clerk's Salary Tax Month 4 PAYE Tax Month 4
09/08/2022	Interest	30	120											£0.33	0.33	Bank Interest
25/08/2022	Mrs T Ryall-Harvey	31	120	1	-£229.99										-229.99	Bank Interest
30/08/2022	HMRC PAYE	31	120	1	-£57.40										-57.40	Clerk's Salary Tax Month 5 PAYE Tax Month 5
09/09/2022	Interest	30	120											£0.42	0.42	Bank Interest
15/09/2022	ICO ZA	31	120	1						-£35.00					-35.00	Information Data Protection Subs
27/09/2022	Mrs T Ryall-Harvey	31	120	1						-£130.72					-135.77	Clerk's Expenses
27/09/2022	Mrs T Ryall-Harvey	31	120	1	-£229.99										-229.99	Clerk's Salary Tax Month 6
30/09/2022	HMRC PAYE	31	120	1	-£57.40										-57.40	Clerk's Salary Tax Month 6 PAYE Tax Month 6
05/10/2022	One.com	36	125	5		-£142.87									-171.44	Website Domain Renewal
05/10/2022	PQR Limited	36	125	1		-£25.50									-30.60	Payroll Provider Q2
10/10/2022	Interest	35	125											£0.42	0.42	Bank Interest
25/10/2022	Mrs T Ryall-Harvey	36	125	1	-£241.20										-241.20	Clerk's Salary Tax Month 7
31/10/2022	HMRC	36	125	1	-£60.40										-60.40	Clerk's Salary Tax Month 7 PAYE Tax Month 7
09/11/2022	Interest	35	125											£1.06	1.06	Bank Interest
22/11/2022	PQR Limited	36	125	1		-£51.00									-61.20	Bank Interest
25/11/2022	Mrs T Ryall-Harvey	36	125	1	-£241.20										-241.20	Payroll Provider Q3 & Q4
31/11/2022	HMRC	36	125	1	-£60.40										-60.40	Clerk's Salary Tax Month 8 PAYE Tax Month 8
09/12/2022	Interest	35	125											£2.26	2.26	Bank Interest
23/12/2022	Mrs T Ryall-Harvey	36	125	1	-£366.17										-366.17	Clerk's Salary Tax Month 9
30/12/2022	HMRC	36	125	1	-£91.40										-91.40	Clerk's Salary Tax Month 9 PAYE Tax Month 9
09/01/2022	Interest													£4.23	4.23	Bank Interest
17/01/2023	Mrs T Ryall-Harvey	36	125	1						-£130.27					-132.46	Clerk's Expenses
25/01/2023	Mrs T Ryall-Harvey	36	125	1	-£255.13										-255.13	Clerk's Salary Tax Month 10
31/01/2023	HMRC	36	125	1	-£63.80										-63.80	Clerk's Salary Tax Month 10 PAYE Tax Month 10
09/02/2023	Interest													£5.04	5.04	Bank Interest



**Clotton Hoofield Parish Council**

**Bank Reconciliation to Cashbook 10th March 2023**

**Presented at Council Meeting - 20th March 2023**

**Prepared**

Balance shown on Cashbook	<b>£12,291.78</b>
Current Account	£2,391.25
Reserves Account	£9,900.53
Less: Uncleared payments	£0.00
TOTAL	<b>£12,291.78</b>
Less: Payments on Cashbook not yet made	£0.00
Plus: Deposits on Cashbook not yet cleared	£0.00
	<b>£12,291.78</b>
Reconciliation	<b>Yes</b>

TREASURERS ACCOUNT [REDACTED]  
CLOTTON HOOFIELD PARISH COUNCIL

£ 2,391.25 Current balance

BB INST ONLINE [REDACTED]

£ 9,900.53 Balance

## Issues logged with Cheshire West and Chester Council

Date logged	Call no	Fault type	Description	Update	Escalation required	Open/Closed
01/11/2021	HW375198852	Highway maintenance - Gully/Drainage	Willington Lane on approach to junction with A51	Completed and running, but we need to confirm to what capacity. The system to full of water to camera so we need to return in the summer. Thank you for your enquiry regarding a missing 30mph sign and an obscured sign on High Street, Clotton. I have visited site today and can see the issue you refer to. There is a job currently with our contractors to replace this sign and I have chased them up today insisting this be made a priority. I will contact the land owner whose hedge is obscuring the sign on the other side of the road and ask them to cut back their hedge asap		
04/09/2022	HW449173150	Sign - Sign Damaged	on A51 heading towards Clotton (30 mph signs) - One sign has again fallen down (left side of road) and the other one opposite cannot be seen as obscured with vegetation			
04/09/2022	HW449173893	Sign - Sign Damaged	the CORKSCREW LANE sign has gone missing (was previously damaged a while back).	Work has been scheduled to fix the problem, work is priorities according to risk.		

# CLOTTON HOOFIELD PARISH COUNCIL

## Risk Assessment reviewed March 2023

Topic	Risk Identified	Risk Level H/M/L	Management of Risk	Staff action
Precept	Not submitted	L	Minute – RFO check & action	Diary
	Not paid by CWaCC	L	Minute - RFO check & action	Diary
Other income	Adequacy of precept	H	Ongoing review	Diary
	Cash handling	L	Avoid cash	Annual review of controls
	Cash banking	L	Bank recon. at every ordinary meeting	Member to verify
Grants	Claims procedure	M	RFO check & action	Diary
	Receipt of grant	M	RFO check & action	Diary
Investment Income	Receipt	L	RFO check & action	Diary
	Surplus funds	L	Review annually	Diary
Salaries	Wrong payment	M	RFO check & action	Member to verify
Direct costs	Invoice & cheque accurate	M	RFO check & action	Member to verify
Grants	Power & conditions	M	RFO check & action	Member to verify
Annual Audit and AGAR	Non submission of External Audit Paperwork	L	RFO to monitor and action	Member to verify
Election costs	Invoiced at correct rate	L	RFO check & action	RFO verify
VAT	Analysis	M	RFO check & action	RFO verify
	Claimed within time limits	M	RFO check & action	RFO verify
Reserves - General	Adequacy	L	Review - Minute - RFO check & action	RFO opinion
Reserves - Earmarked	Adequacy	L	Review - Minute - RFO check & action	RFO opinion
Assets	Loss, Damage etc	M	Annually review insurance cover	Diary
	Third party risk or damage	M	Annually review Public Liability insurance	Diary
Staff	Loss of Clerk	L	Manage risk as appropriate.	RFO / member view
	Fraud by staff	L	Fidelity Guarantee value appropriate	Council review
Sustainability	Due to current low number of Parish Councillors, there is a risk of the meetings not being quorate	M	Clerk to check prior to meeting on attendance to ensure meeting is quorate	Clerk
	Risk to reputation and need to cancel meetings at short notice	M	Clerk to action	Clerk
Loss	Due to damage or third party	L	Annually review insurance cover	Diary
Maintenance	Reduced value of assets	M	Inspect annually	Diary
Legal Powers	Illegal activity or payment	M	Educate Council	Diary
Financial Records	Inadequate records	L	RFO check & action	Diary
Minutes	Accurate & legal	L	Review at following meeting.	Diary
Members Interests	Conflict of interest	M	DoI to be minuted, conflicts, addressed	Diary

Last Reviewed March 2023  
Next reviewed March 2024

**In all cases above the RFO / Clerk should regularly review and draw any unusual activity to the council's attention. Likewise councillors should check the minutes and financial records for accuracy before agreeing them.**

# CLOTTON HOOFIELD PARISH COUNCIL

## Asset Register

<b>FIXED ASSETS</b>	Purchase date	Cost	Location	Register Previously	Register 2019-20	Register 2020-21	Register 2021-22
1 HP Scanner	15/01/2017	29.17	Clerk	£29.17			
1 Acer Laptop	19/01/2017	215.83	Clerk	£215.83			
2 Display Boards	13/09/2017	153.00	Clerk	£153.00			
2 x Noticeboards	Nov 2020	2745.00	Hoofield & Clotton			£2,745.00	
1x Planter	Jan 2020	608.04	Hoofield		£608.04		
1 x Planter	July 2021	£578.04	Clotton (Bull's Head)				578.04
<b>TOTAL</b>		£3,751.04		<b>£398.00</b>	<b>£608.04</b>	<b>£2745.00</b>	<b>£578.04</b>

Mrs T Ryall-Harvey  
Clerk,  
Clotton Hoofield Parish Council  
10-03-2023