

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 15th January 2024 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.

Signed *Trudy Ryall-Harvey*, Clerk
8/01/2024

Clerk.clottonhoofieldpc@gmail.com or 07784 486 767

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

AGENDA

1.	APOLOGIES	And reason for absence.	Chair
2.	PARISH COUNCIL VACANCIES	To review and approve any applications for co-option onto the Parish Council following the election on May 4th 2023.	Clerk
3.	DECLARATIONS OF INTEREST	Members to declare any interest under the following categories: pecuniary, outside body and family, friend or close associate.	Chair
4.	EXCLUSION OF PRESS AND PUBLIC	Council is asked to discuss excluding the Press and public for any item listed on the below Agenda. <small>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.</small>	Chair
5.	PUBLIC PARTICIPATION	When members of the public may comment or raise questions regarding matters affecting the Parish. <small><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.</i></small> <small><i>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></small>	Chair
6.	CORRESPONDENCE	<ul style="list-style-type: none"> - Emails from resident raising concern about local property. - PCSO Update – to note - D-Day 80 – 6th June 2024 – to receive information about the upcoming D-Day Celebration and agree any action required - National Planning Policy Framework – to receive the briefing note following the National Planning Polic Framework update that was published on 19th December 2023 - Police and Crime Commissioner – Budget review 2024. - Any other correspondence received following Agenda being circulated. 	Clerk Chair Chair GB Chair All
7.	MINUTES	To approve the minutes of the Parish Council meeting held on 16 th October 2023	Chair
8.	ACTIONS	To note actions list and receive additional updates	Chair
9.	PLANNING	To note planning applications as listed on the planning register, including comments submitted since the last meeting and enforcement matters.	GB
10.	ACCOUNTS	<ol style="list-style-type: none"> 1) To accept the Cash Book and review the Outturn against Budget to date. 2) To approve the Bank Reconciliation against Cashbook YTD. 3) To approve the implementation and backdate of the new Pay Scale Awards for 1st April 2023 onwards. 4) To approve the payment of the SLCC membership for the clerk (split between 5 PC's) 5) To approve Income and Payments since last meeting. 	Clerk Clerk Clerk
11.	PARISH COUNCIL MATTERS	1. Storm Babet, Ciaran and Henk – to receive a verbal update on an issues raised during the storms and agree any actions required	Chair

		<ul style="list-style-type: none"> 2. Action Plan for 2024-25 – to agree. 3. To seek approval of the budget for 2024-25. 4. To agree the Precept for 2024-25 5. To review Training Schedule and agree any training needs for Parish Councillors for 2024-25 6. To agree the training plan for the Clerk for Jan – July 2024 7. Local Council Award Scheme – to agree to proceed with the LCAS application process and agree any actions required. 8. To agree if the Parish Council wishes to take the Civility and Respect Pledge 9. To agree the date for the Parish Meeting in 2024. 10. Tarvin Foundation Trust – to receive a verbal update. 	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Chair</p> <p>Chair</p> <p>Chair</p> <p>Chair</p> <p>Clerk</p> <p>JN</p>
12.	CWaC	- To review the REPORT IT items and work undertaken since the last meeting.	Clerk
	DATE OF NEXT MEETING	To agree the date of the Parish Meeting following directly on by the Parish Council Meeting as Monday 15 th April 2024 at 7.00pm.	

From:



Name	[Redacted]
Email	[Redacted]
Subject	Complaint
Message	<p>Complaint about</p> <p>Willow Bank Huxley Lane</p> <p>Outside lights not adhering to village dark skies. Outside lights on late at night/overnight, could Parish Council request owner to switch light off overnight.</p> <p>Also erecting of wooden fence outside property boundary and posses danger to highway. Can the Parish Council raise these concerns with owner and local authority</p> <p>I do not want the owner to know my contact details. Please do not contact me. But raise these concerns at Parish council meeting</p>



Chester Local Policing Unit Parish Council Update

Local Officers -

Sergeant – James Dingsdale

Beat Manager – Owain Hughes

Police Community Support Officer – James Hannath

Reporting Procedure

Please telephone 101 to report non-emergencies, 999 only in an emergency or the website...

[Home | Cheshire Constabulary](#)

Residents Voice - It is important to us that we know about the issues that cause you concern. We have set up a survey where you can tell us about the things you would like us to focus on in your area.

Over December...

Please complete the survey by following this link - [Resident's voice | Cheshire Constabulary](#)



Kelsall Well-Being Hub organised a Christmas Event for the community, where a couple of special guests were invited, PC Panda made an appearance which proved popular with the children...and adults!

This was a brilliant way for us to engage with over 66 safety packs handed out as part of the Let's Get Visible Project!

We also attended Tarvin and Delamere Christmas events, thanks to the organisers for inviting us along.





We attended Tarvin Primary School and presented internet safety to year 6, the children were able to learn about online safety but also consequences of misusing technology.



We are keen to attend Parish Council meetings and look at goals in partnership.

Please remain vigilant and report any crime/suspicious activity via 101 or via Cheshire Police website www.cheshire.police.uk 999 in an emergency

Schools are given a full support agenda for safety education. As part of the ongoing educational input by your local PCSO, school have been presented with an annual package of assembly topics which can be delivered in partnership with the Junior Safety Officers, these include online safety, road safety and more.

POLICE surgery

Kelsall Police Surgery

18th January 2024 11am to 12pm

8th February 2024 11am to 12pm

29th February 2024 11am to 12pm

21st March 2024 11am to 12pm

Kelsall Well-Being Hub (CW60SN)

Tarvin Police Surgery

1st February 2024 4pm to 5pm

22nd February 2024 4pm to 5pm

14th March 2024 4pm to 5pm

Tarvin Community Centre (CH38LY)



TOWN, PARISH & COMMUNITY COUNCILS - D-DAY 80 - 6TH JUNE 2024

As you are aware, we are organising D-Day 80 - 6th June 2024, throughout the UK, Channel Islands, Isle of Man and UK Overseas Territories in Commemoration/Celebration of the 80th Anniversary of the D-Day landings on the five Beaches in Normandy, France, which took place on 6th June 1944, enabling your Council and local community to use this occasion to pay 'tribute' to the many, many thousands that sacrificed so much in helping to secure the freedom we all enjoy today. With this in mind, we have developed several ways in which your Council and community can take part in this special occasion.

(1) BEACON: Light a Beacon at 9.15pm on 6th June, as encouraged by Prime Minister Rishi Sunak (See page **3**) of the Guide To Taking Part which can be viewed and downloaded from the D-Day 80 website - www.d-day80beacons.co.uk

From the Guide (see pages **41** to **45**), you will see there are several styles of Beacons that can be used for this occasion, many of which you may have used for previous occasions, and those of you with the permanent Beacon Braziers and gas fuelled Beacons produced for our late Queen Elizabeth's Platinum Jubilee, are urged to re-use these to save money. With regard to the Bonfire Beacons (see pages **41** and **42**), these are ideal for country parks, village greens and our farms throughout the UK etc.

(2) LAMP LIGHT OF PEACE: We understand that there are areas of our local communities unable to light Beacons for various reasons, so we have developed the Lamp Light of Peace (see page **39**) providing a simple and cost effective way of becoming and being part of this event by lighting it at 9.15pm on 6th June next year, coinciding with the lighting of the Beacons that night, and once used for this occasion, they can be re-lit at 11am on 11th November in 'Remembrance' for many years to come. (The flame in the Lamp, along with the Beacons, will represent the 'light of peace' that emerged from the dreadful darkness of War). We believe these are suitable for Care Homes, Hospitals, and Pubs etc, and have already had several taking part. (See examples on the D-Day 80 website).

(3) RINGING OUT FOR PEACE: With the valuable assistance of the Central Council of Church Bell Ringers (see website), we are encouraging every Cathedral and Church throughout the UK, Channel Islands and the Isle of Man to ring their Bells at 6.30pm on 6th June, so we ask you to contact your local Churches etc, inviting them to take part.

(4) All those taking part in the above will be sent the Certificate of Grateful Recognition, enabling them to download, print and frame it as a permanent reminder of their involvement (see website). From the website and Guide To Taking Part, you will see there are other elements taking place, making up this Commemoration/Celebration event, with many taking part already as their personal tributes. Those taking part in this event are being asked to go to page **52** in the Guide, outlining their involvement as requested, to enable us to register their participation, and send them their Certificate.

We do hope that your Council will participate in one or more of the above, and look forward to hearing from you in due course.

My warmest regards to you all,

Bruno Peek

Bruno Peek CVO OBE OPR
Pageantmaster, D-Day 80, 6th June 2024
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www.d-day80beacons.co.uk



BRIEFING NOTE



National Planning Policy Framework December 2023

Prepared by Andrea Pellegram

4 January 2024

The National Planning Policy Framework was updated and published on 19 December 2023. The revisions make significant changes to the previous version that will change how planning affects local councils. [National Planning Policy Framework \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

The Chief Planner issued a summary document highlighting the main changes and also set out actions that the Secretary of State would be undertaking in order to achieve systemic improvements in how the planning system works in England. This letter is copied below.

The key messages for local councils and neighbourhood planner are:

Speculative housing development

Where a local plan is less than 5 years old (from date of adoption), the provisions of para. 11.d no longer apply. Local planning authorities are no longer required to monitor housing land availability for plans less than 5 years old, removing the opportunity for developers to argue that a local plan is out of date on this measure in support of speculative development proposals.

- This only applies to applications that were submitted after 19 December 2023 when the new NPPF was published.
- If an adopted local plan is out of date but an emerging local plan is at Regulation 18 or 19 stage of consultation (containing a proposals map and proposed site allocations to meet housing requirements), only a 4 year housing land supply is required before para. 11d is engaged (the presumption in favour of sustainable development or also known as speculative housing development).
- Where the local plan is less than 5 years old, local planning authorities no longer need to prepare an annual land supply monitoring report.
- Where a local plan is more than 5 years old, and therefore out of date, local planning authorities must continue to prepare a monitoring report and where there has been

significant under-delivery of sites this should also include a buffer of 20% additional land.

Standard method for determining a housing requirement

The way that a housing requirement is calculated has changed and the standard method is now only an “advisory starting point”. There may be exceptional circumstances where the standard method result may be argued down. However, parish and town councils should consider this to be a finely argued point and should not assume that the standard method results for housing land requirements will not apply.

Neighbourhood plans that allocate land for housing

Made neighbourhood plans that allocate land for housing to meet their area’s identified requirement now enjoy a 5-year period where the presumption in favour of sustainable (speculative) development under para. 11d does not apply. This is a significant change from the the previous version (that there must be a 3-year housing land supply and 45% annual delivery target met). This is a strong incentive for neighbourhood plans to allocate sites to meet thier local housing requirement, particularly in areas where the local plan is out of date (older than 5 years and less than 5 years housing land supply).

Green Belt

In the preparation of local plans, the requirement for local authorities to consider releasing land from the Green Belt to meet housing requirements has been removed.

Letter from Chief Planner Joanna Avery

[Planning update letter 21 Dec 2023 \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)



Department for Levelling Up,
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PLANNING NEWSLETTER

Policy and Delivery Updates

NPPF Update

DLUHC published an [updated National Planning Policy Framework \(NPPF\)](#) on 19 December 2023 following a consultation in December 2022, to which a [response](#) has now been published. The update, which is **effective immediately**, builds on the Levelling Up and Regeneration Act, which entered the statute book on 26 October.

A high-level description of the key changes is provided below, and was set out by the Levelling Up Secretary in his speech and accompanying WMS, but for the full detail and understanding of the policy please refer to the text of the NPPF itself.

In headline terms, the new NPPF:

- facilitates flexibility for local authorities in relation to **local housing need**, clarifying that the outcome of the standard method is an advisory starting point, noting any assessment will be subject to examination as usual;
- sets out that there is no requirement on a local authority to review or alter its **Green Belt** boundaries unless it chooses to do so;
- clarifies that there may be situations where **higher densities** would be wholly out of character with the existing urban area, and that this could be a strong reason why significantly uplifting densities would be inappropriate – applying where character is evidenced through a design code which is adopted or will be adopted as part of the local plan;
- removes the requirement for authorities to demonstrate a **five-year housing land supply** on an annual basis, where an up to date (less than five years old) local plan is in place that contained a deliverable five-year supply of land at its examination - creating a powerful incentive to get a local plan in place by granting additional protection from the presumption in favour of sustainable development, noting that this protection applies to applications made from the date of publication of the new NPPF;
- removes the 5% and 10% buffers that could be applied to five-year housing land supply, and maintains the 20% **buffer** only for those authorities that do not have an up-to-date plan in place and score below 85% on the Housing Delivery Test;
- increases the level of protection from the presumption afforded by **neighbourhood plans** from two to five years post adoption, provided they identify at least one housing site;
- gives additional support to the delivery of **self-build, custom-build and community-led housing** and encourages the delivery of **older people's housing**, including retirement housing, housing-with-care and care homes;



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- emphasises the **role of beauty and placemaking** in strategic policies;
- gives greater protection to **agricultural land** through additional reference to the need to address food production, maintaining the emphasis on best and most versatile (BMV) land; and
- provides greater support for **energy efficiency measures** through requiring decisions on planning applications to place significant weight on the need to support energy efficiency improvements to existing buildings.

Secretary of State announcements beyond NPPF update

Alongside the new NPPF, the Secretary of State set out his ambitions for planning performance, namely that planning decisions must be taken on time and should be robust in their reasoning, and all authorities must have an up-to-date local plan.

In order to support authorities in meeting those expectations, the Secretary of State made a number of announcements, grouped around four themes:

Greater transparency

- **Developing a new planning performance dashboard** that will provide greater transparency and accountability for local authority performance, including exposing performance absent Extension of Time agreements.
- **Reviewing the use of Extension of Time agreements in managing performance issues**, considering proposals to limit their use on minor and householder applications. DLUHC intend to consult on this in early 2024.

Additional financial support

- **Emphasising the increase in planning fees**, which have risen by 35% for major applications and 25% for other applications – and reminding local authorities that they must spend these fees on planning services, with an expectation of no decrease in authorities' spend on planning from their general fund.
- **Confirming the 180 successful local authorities for the first year of the £29 million [Planning Skills Delivery Fund \(PSDF\)](#)**. Local authorities were invited to apply for up to £100,000 to help clear backlogs of planning applications and to develop specialist skills and expertise in preparation for implementing the reforms in the Levelling Up and Regeneration Act. The 180 successful authorities will collectively receive £14.3 million from the fund. For the list of local authorities that received funding, see [here](#).
- **Updating on the establishment of the Planning Super Squad**, a new team of leading planners and specialists whose talents will be used to unblock major developments, with £13.5 million to fund their work.
- **[Allocating up-to £57 million to the eight successful bids in the first round of the Local Nutrient Mitigation Fund](#)**, and confirming that the second round will open for bids in January 2024.



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Faster processes

- **Establishing Accelerated Planning Services**, improving on the patchwork approach of Planning Performance Agreements by regularising arrangements so that they're offered across England, that clear milestones have to be agreed, that fees are set at an appropriate level, and that those fees have to be refunded where milestones are missed.
- **Reviewing Statutory Consultees**, which will scope and examine the operation of statutory consultees in the planning application process, in particular their role in providing advice to local planning authorities. This will not cover the role of statutory bodies in plan-making or the Nationally Significant Infrastructure Planning regimes.
- **Focusing on planning committee decisions**, with the Planning Inspectorate being asked to start reporting to the department about cases where a successful appeal is made against a planning committee decision, and the final decision is the same as the original officer's recommendation.

Direction action

- **Intervening in the seven local authorities** that have failed to get a local plan to examination since the 2004 Act, requiring a plan timetable within 12 weeks.
- **Designating** two local authorities in relation to quality of decision making.
- **Publishing the [results of the 2022 Housing Delivery Test](#)**, with 20 new authorities falling into the presumption in favour of sustainable development.
- **Reviewing the London Plan**, asking four specialists to identify where changes to policy could speed up the delivery of much needed homes in urban city sites in the heart of the Capital.

From: Police Crime Commissioner <Police.Crime.Commissioner@cheshire.police.uk>
Sent: 02 January 2024 16:42
To: Police Crime Commissioner
Subject: Police Budget 2024/25
Attachments: 2023 Cheshire Police.jpg

Dear Clerk,

I hope you had an enjoyable Christmas and I wish you all the best for 2024.

Ahead of setting the police budget for 2024/25, I have launched a short survey to gather residents' views on issues in their community and the level at which the police precept should be set.

The survey can be taken until midday on Tuesday 23 January at www.smartsurvey.co.uk/s/policebudget202425/

People will rightly ask what difference does taking this survey and the amount we pay towards policing make. The answer: Lots. And this is detailed in the attached image.

Calls are being answered faster, incidents are being responded to quicker, there have been more arrests, more criminals charged and more 'action taken'. Cheshire's streets have more officers and fewer criminals on them. These are the basics of policing that people expect and in 2023 Cheshire Constabulary improved across all of them with the public's support – So please do share this survey with your contacts and networks so that as many people as possible from all communities in Cheshire can have their say.

In addition to the survey, the latest edition of my Commissioner's Review highlighting the work of my office in the final quarter of 2023 is available on my website [here](#).

If you require any hard copies of either the survey or Commissioner's Review, or if you have any accessibility requirements, please don't hesitate to get in touch.

I look forward to working together to make Cheshire even safer in 2024.

Best Wishes

John

Office of the Police & Crime Commissioner
01606 364000



Email: pcc@cheshire.police.uk

Address: Clemonds Hey | Oakmere Road | Winsford | Cheshire | CW7 2UA

Website: www.cheshire-pcc.gov.uk

Register for updates: [Commissioner's Newsletter](#)

Police activity in your area: [Cheshire Police Alert](#)

In 2023, you said...



Answer the phones faster

999 calls answered 2 seconds faster
101 calls answered 58 seconds faster

Respond to incidents quicker

Emergencies attended 34 seconds faster
Non-emergencies attended 8 minutes and
56 seconds faster

Get more officers on the beat

Highest number of officers ever, with more
officers on the beat as part of the community
policing model

Get criminals off our streets

Over 2,000 more arrests, with more offenders
charged and 'action taken'



This has only been possible with **your support**

Have **your say** on next year's policing budget



MEETING OF CLOTTON HOOFIELD PARISH COUNCIL

Monday 16th October 2023 at 19:00
at Duddon, Clotton and District Memorial Hall

MINUTES

PRESENT

Cllr Geoffrey Bibby, Cllr Jane Nicholas, Cllr Charles Kinsey (Chair), Cllr D Roberts, Cllr R Roberts, Cllr T Lush (Ward Councillor)
Clerk: Mrs T Ryall-Harvey
Public – 0

APOLOGIES – Apologies were received and accepted from Cllr T Cooper (Ward Councillor) & PCSO James Hannath.

PARISH COUNCIL VACANCIES

Following the uncontested election on 4th 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.

EXCLUSION OF PRESS AND PUBLIC

The council agreed that there was nothing that required the exclusion of the press and public to be raised at this meeting.

PUBLIC PARTICIPATION –

Cllr T Lush commented on a recent planning application within the area 22/00053/FUL Land at Duddon Road, Clotton for the proposed erection of agricultural building to assist with allotment operations. Cllr Lush reported that he had reviewed all notes from residents and the Parish Council in relation to this application and he believed that the planning department had considered this application fairly and taken into account all planning considerations before approving the application.

Cllr Bibby raised concerns about residents previously reporting anti-social behaviour take place on the site. However, identified that this was not a consideration and was something that the Parish Council had reported to the Police at the time.

Cllr Lush encouraged members to go to the Town and Parish Council Connections Event on Planning schedule to take place on 29th November.

Cllr Lush also encouraged Parish Councillors to report all issues via the CWaC Report It App. He emphasised the importance of the need for all residents and Parish Councillors to report any issues this way to escalate issues in the area.

Cllr Kinsey joined the meeting.

CORRESPONDENCE

CWaC Town and Parish Connections event on Planning – Wednesday 29th November 2023 – volunteers were sought to attend this virtual event. Cllr Nicholas and Cllr D Roberts agreed to attend.

CWaC Statutory Review of Chester West and Chester Polling District and polling Place – was received, circulated around the Parish Council and noted.

Police and Crime Commissioner Annual Report – was received, circulated around the Parish Council and noted.

PCSO Newsletter – was received, circulated around the Parish Council and noted.

The Parish Councillors noted that the Newsletter reported no major concerns within the Clotton Hoofield area, but sought clarification as to how many times the TruCam had been deployed in Clotton and Hoofield and the locations.

MINUTES

31. **RESOLVED:** that the Minutes of the Parish Council Meeting held on 17th July 2023 were accepted as a true and accurate record and signed by the Chairman.

ACTIONS SINCE LAST MEETING

ACTIONS still outstanding:-

- Chase the Corkscrew Sign that needs to be replaced reported 4th September 2022 - HW449173893 – it was reported that CWaC had reported that this had now been ordered.
- Advertise that hedges can be cut for safety reasons.
- Request Police presence at the Parish Council Meeting – the Clerk had submitted an email invited the PCSO but they had sent their apologies therefore it was agreed to invite them to the next PC meeting in January 2024.

The following actions were completed since the last meeting:

- Information relating to the Tarporley War Memorial Defibrillator Training had been put on the Parish Council's facebook site.
- Clerk had spoke with Duddon Parish Council about a Defibrillator machine – they have confirmed that the thought it would be a good idea but was unsure where it should be located.
ACTION: Find out costs of Defib Machine and casing.
ACTION Cllr D Roberts to speak to owner of The Bulls Head to see if we could house a Defib Machine on site.
- **Finance** - payments had been processed that were approved.
- **Website** – the Clerk had put the minutes of the previous meetings on the website.
- The Parish Council had included the information seeking volunteers to assist with the running of the Duddon, Clotton and District War Memorial Hall on their facebook site.

PLANNING

The Planning Register dated 11/10/2023 was circulated for Parish Councillors information.

It was noted that since the last meeting the following planning applications been determined by CWaC: -
22/00053/FUL – Land at Duddon Road, Clotton, Tarporley – Erection of agricultural buildings to assist with allotment operations (Retrospective) – **approved**.

23/03002/FUL – 1 Grange Cottages, Duddon Road, Clotton, Chester CW6 0EG – Dropped kerb and new entrance - - **approved**.

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

23/02280/FUL – 2 Hoofield Hall Cottages, Corkscrew Lane, Clotton CH3 9BU – Removal of single storey garden room, store and WC to be replaced with two storey extension – the Parish Council submitted a **neutral** response to this application.

23/02869/FUL – Orchard House, Corkscrew Lane, Clotton CW6 0EG – Single storey rear extensions – the Parish Council submitted a response in **support** of this application.

23/02156/DIS - Ivy House, Willington Lane, Clotton CW6 0HQ – Application to discharge condition 3 (materials) of planning permission 20/02330FUL – the Parish Council was not consulted on this - This planning discharge matter had been **approved**.

23/02423/DSM – Adjacent Burton Lodge, Burton Road, Curton, Chester - Telecommunications Pole Ref: WF4C6M8Y – the Parish Council were not consulted on this matter.

It was noted that since the last meeting a response had been received in relation to the Planning Enforcement reference 21/00181/EMCOU – Land at Duddon Road, Clotton Tarporley – Allotment being created on agricultural

land. The report from the Planning Enforcement Team was circulated at the meeting and it was noted that retrospective permissions had been sought and the case had now been closed.

ACCOUNTS

Cashbook

32. **RESOLVED** to accept the cash book and YTD summary dated 11/10/2023.

Bank Reconciliation against Cashbook YTD

33. **RESOLVED** to approve the Bank Reconciliation as presented to the meeting dated 11/10/2023.

Income and Payments since the last meeting

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

£8.79 in August, £11.11 in September and £9.24 in October for Bank Interest

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

Payments made since the last meeting for approval

Date	Payable to	Net Amount	VAT	Gross Amount	Comment
25/08/2023	Mrs T Ryall-Harvey	£255.13		£255.13	Salary Tax Month 5
25/08/2023	HMRC PAYE	£63.80		£63.80	HMRC Tax Month 5
15/09/2023	ICO ZA	£35.00		£35.00	Data Protection Subscription
25/09/2023	CWaC- Council Fund	£3,250.00	£650.00	£3,900.00	A51 Seed Reduction Contribution
25/09/2023	Mrs T Ryall-Harvey	£255.13		£255.13	Salary Tax Month 6
25/09/2023	HMRC PAYE	£63.80		£63.80	HMRC Tax Month 6
27/09/2023	CWaC- Council Fund	£181.00		£181.00	Fees & Charges for PC Election
09/10/2023	PQR Limited	£85.50	£17.10	£102.60	Payroll Services for Oct 23 - Mar-24 & EOY
09/10/2023	One.com	£143.87	£28.77	£172.64	Website Hosting Plan and Domain Name Renewal

Payments not yet made for approval

Date	Payable to	Net Amount	VAT	Gross Amount	Comment
	Mrs T Ryall-Harvey	£255.13		£255.13	Salary Tax Month 7
	HMRC PAYE	£63.80	£5.88	£69.68	HMRC Tax Month 7
	Mrs T Ryall-Harvey	£109.10	£1.44	£110.54	Clerk's Expenses

CHESHIRE WEST AND CHESTER COUNCIL

Highways

A list of items that had been reported to CWaC for action was circulated around the Parish Councillors for information. It was reported that the items reported in July and August 2023 had now been rectified.

Cllr Roberts reported on a recent meeting with Highways where two officers attended and walked along Corkscrew Lane and also down Willington Lane. Cllr Roberts reported he found the meeting to be of benefit as it highlighted to officers the poor condition of Corkscrew Lane however due to the road's classification he was concerned that the repair work would never get fully resolved even though the road is busy due to it being a cut through to get to Tattenhall. Cllr Roberts reported that the Officers had undertaken to arrange for patching of the worse areas and it was important that moving forward all potholes along this road be reported for repair. The Clerk reported that the Officers felt that Willington Lane was in good repair, there were a few gullies that looked to be covered by leaves that CWaC would encourage Parish Councillors to report these

Cllr Lush recommended that all potholes should be reported via the CWaC App.

ACTION: It was suggested that CWaC Highways be requested if a traffic survey on Corkscrew Lane could be undertaken.

PARISH COUNCIL MATTERS

Village Hall – following the report at the last meeting that the future of the Village Hall was in jeopardy due to the Chairman resigning. It was believed that two residents of Duddon had since come forward to assist in the running of the facility.

Newsletter – a discussion with regards to if the Parish Council felt an Annual Newsletter should be produced and circulated was instigated by the Cllr Kinsey. It was agreed that due to the nominal amount of news that could be included in the newsletter at this time that items should be post on Facebook.

Items to be included on Facebook were:-

- Remembrance Poppies
- Christmas Wishes
- Publish the Dial a Ride Information.
- Library Services in the area
- Parish Council Vacancies

Noticeboard

It was agreed that the Noticeboard information should be refreshed to include:-

- PCSO Details
- Dial a Ride Information
- Parish Council Contacts

DATE OF THE NEXT MEETING

The date of the next Parish Council meeting was Monday 15th January 2024 at 7.00pm in Duddon, Clotton and District Memorial Hall.

Signed Dated

Clotton Hoofield Parish Council Planning Register 2023-24

Received	Number	Location	Description	PC Response	Result
Mon 05 Jun 2023	22/03002/FUL	1 Grange Cottages Duddon Road Clotton Chester Cheshire CW6 0EG	Dropped kerb and new entrance	Neutral	Approved
Tue 25 Jul 2023	23/02423/DSM	Adjacent Burton Lodge Burton Road Burton Chester	Telecommunications Pole - Ref: WF4C6M8Y	Not consulted on	Decided
Fri 07 Jul 2023	23/02156/DIS	Ivy House Willington Lane Clotton Tarporley CW6 0HQ	Application to discharge condition 3 (materials) of planning permission 20/02330/FUL	Not consulted on	Approved
Mon 17 Jul 2023	23/02280/FUL	2 Hoofield Hall Cottages Corkscrew Lane Clotton Chester CH3 9BU	Removal of single storey garden room, store and wc to be replaced with two storey extension	Neutral	
Wed 13 Sep 2023	23/02869/FUL	Orchard House Corkscrew Lane Clotton Chester CW6 0EG	Single storey rear extension	Support	Approved
Mon 30 Oct 2023	23/03423/LDC	The Riddings Willington Road Duddon Chester CW6 0UG	Proposed erection of 2 single story outbuildings to comprise a double garage/home office and a pool/gym/garden room, new rear patio and additional driveway and turning area to the front to join existing driveway.	Not consulted on	Awaiting Decision
Fri 01 Dec 2023	23/03883/DSM	Wood Lane Clotton Hoofield CW6 0HH	Installation of telecommunication Pole/s - Ref. WF9L510N	Not consulted on	Decided
Tue 5 Dec 2023	23/03634/FUL	Wynnstay House High Street Clotton Tarporley CW6 0EH	Conversion and extension of existing garage, studio/office to form self-contained residential annexe within curtilage of existing dwelling. Existing external staircase to be removed and replaced with extension.	Support	Awaiting Decision
Tue 17 Oct 2023	23/03281/LDC	4 Yew Tree Farm Barn Duddon Road Clotton Tarporley CW6 0EH	Lawful Development Certificate for existing land used as domestic garden by occupiers from 2016 to present.	Neutral	Awaiting Decision

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
 05/01/2023

Clotton & Hoofield Parish Council Cashbook 2023-24

STATEMENT DATE	Description	Res	M/P	Power	People	Professional Services	General Services	Admin	Projects	Projects & Grants from Reserves	VAT Reclaim	Receipts	Totals	Comments
								EXPENDITURE including VAT				RECEIPTS		
11/04/2023	Bank Interest	19	132									£6.27	6.27	Bank Interest
13/04/2023	Cheshire West and Chester	19	132									£6,735.00	6,735.00	Annual Precept
14/04/2023	HMRC VTR	19	132									£101.82	101.82	VAT Rebate
14/04/2023	Cheshire West and Chester	19	132									£470.00	470.00	Kings Coronation Grant Funding
17/04/2023	CHALC	20	133	8				-£133.57					-133.57	CHALC Subscription
18/04/2023	The Events Company	20	133	7					-£215.00				-215.00	Contribution towards the Kings C
25/04/2023	Mrs T Ryall-Harvey	20	133	1		-£255.33							-255.33	Clerk's Salary
02/05/2022	HMRC PAYE	20	133	1		-£63.60							-63.60	HMRC Payment Tax Point 1
09/05/2023	Bank Interest	19	132									£6.56	6.56	Bank Interest
19/05/2023	Came & Company / Gallagher's	20	133	4		-£675.88							-675.88	Annual Insurance Premium
19/05/2023	Duddon and Burton Parish Cou	20	133	7					-£389.39				-389.39	Contribution towards the Kings C
19/05/2023	Mrs T Ryall-Harvey	20	133	1				-£139.47					-142.47	Clerk's Expenses
19/05/2023	Mr P Sanders	20	133	1		-£45.00							-45.00	Internal Auditor
25/05/2023	Mrs T Ryall-Harvey	20	133	1		-£255.13							-255.13	Clerk's Salary Tax Point 2
28/05/2023	HMRC PAYE	20	133	1		-£63.80							-63.80	HMRC Payment Tax Point 2
09/06/2023	Bank Interest	29	135									£7.56	7.56	Bank Interest
15/06/2023	PQR Limited	30	135	1		-£55.50							-66.60	1/2 Yearly Payroll
25/06/2023	Mrs T Ryall-Harvey	30	135	1		-£255.13							-255.13	Clerk's Salary Tax Point 3
29/06/2023	HMRC PAYE	30	135	1		-£63.80							-63.80	HMRC Payment Tax Point 3
10/07/2023	Bank Interest	29	135									£8.07	8.07	Bank Interest
18/07/2023	Mrs T Ryall-Harvey	30	135	1				-£135.30					-140.10	Clerk's Expenses
25/07/2023	Mrs T Ryall-Harvey	30	135	1		-£255.13							-255.13	Clerk's Salary Tax Point 4
29/07/2023	HMRC PAYE	30	135	1		-£63.80							-63.80	HMRC Payment Tax Point 4
09/08/2023	Bank Interest	34	139									£8.79	8.79	Bank Interest
25/28/2023	Mrs T Ryall-Harvey	35	139	1		-£255.13							-255.13	Clerk's Salary Tax Point 5
29/08/2023	HMRC PAYE	35	139			-£63.80							-63.80	HMRC Payment Tax Point 5
11/09/2023	Bank Interest	34	139									£11.11	11.11	Bank Interest
15/09/2023	ICO ZA 190296	35	139	8				-£35.00					-35.00	Data Protection Subscription
25/09/2023	CWac - Council Fund	35	139	9					-£3,250.00				-3,900.00	A51 Speed Limit Reduction
25/09/2023	HMRC PAYE	35	139	1		-£63.80							-63.80	HMRC Payments Tax Point 6
25/09/2023	Mrs T Ryall-Harvey	35	139	1		-£255.13							-255.13	Clerk's Salary Tax Point 6
27/09/2023	CWac - Council Fund	35	139	9				-£181.00					-181.00	Fees & Charges for PC Election
09/10/2023	Bank Interest	34	139									£9.24	9.24	Bank Interest
09/10/2023	PQR Limited	35	139	1		-£85.50							-102.60	Payroll Services for Oct 23 - Apr 24
09/10/2023	One.com	35	139	8		-£143.87							-172.64	Website Hosting Plan And Domain
25/10/2023	Mrs T Ryall-Harvey	35	139	1		-£255.13							-255.13	Clerk's Salary Tax Point 7
27/10/2023	HMRC PAYE	35	139	1		-£63.80							-63.80	HMRC Payments Tax Point 7
30/10/2023	Mrs T Ryall-Harvey	35	139	1				-£109.10					-110.54	Clerk's Expenses
09/11/2023	Bank Interest											£9.57	9.57	Bank Interest
24/11/2023	Mrs T Ryall-Harvey			1		-£255.13							-255.13	Clerk's Salary Tax Point 8

Clotton Hoofield Parish Council

Bank Reconciliation to Cashbook 5th January 2024

Presented at Council Meeting - Monday 15th January 2024

Prepared

Balance shown on Cashbook	£9,803.68
Current Account	£1,118.66
Reserves Account	£8,685.02
Less: Uncleared payments	
TOTAL	£9,803.68
Reconciliation	Yes

TREASURERS ACCOUNT [REDACTED]
CLOTTON HOOFIELD PARISH COUNCIL

£ 1,118.66 Current balance

BB INST ONLINE [REDACTED]
£ 8,685.02 Balance

Income received since the last meeting

Date	Received From	Net Amount	VAT	Gross Amount	Comment
09/11/2023	Bank	£9.57	£0.00	£9.57	Bank Interest
11/12/2023	Bank	£9.89	£0.00	£9.89	Bank Interest

Payments made since the last meeting - for approval

Date	Payable to	Net Amount	VAT	Gross Amount	Comment
24/11/2023	Mrs T Ryall-Harvey	£255.13	£0.00	£255.13	Salary Tax Month 8
27/11/2023	HMRC PAYE	£63.80	£0.00	£63.80	HMRC Tax Month 8
22/12/2023	Mrs T Ryall-Harvey	£380.11	£0.00	£380.11	Salary Tax Month 9
28/12/2023	HMRC PAYE	£95.00	£0.00	£95.00	HMRC Tax Month 9

Payments not yet made - for approval

Date	Payable to	Net Amount	VAT	Gross Amount	Comment
	Mrs T Ryall-Harvey	£255.13	£0.00	£255.13	Salary Tax Month 6
	Mrs T Ryall-Harvey	£63.80	£5.88	£69.68	HMRC Tax Month 6
	Mrs T Ryall-Harvey	£179.33	£5.09	£184.42	Clerk's Expenses - including contribution to mobile phone, office allowance, training, stationery, mileage etc



CLOTTON HOOFIELD PARISH COUNCIL

Action Plan 2024-25

	Issue	Action	Lead	Resource Implications	Timescales
Crime & Community Safety					
1.	Fly Tipping	Report to CWaC	Parish Councillors	NIL	As and when required
2.	Build Relationship with Police	Request PCSO to attend future Parish Council Meetings	Clerk	NIL	Within next 12 months.

Events & Activities					
3.	Remembrance	Poppy Wreath	J Nicholas	£25 Purchase of Poppy Wreath	October-November
		Lamp-post Poppies	J Nicholas & R Roberts	NIL	Mid October
4.	Community Engagement	Explore introducing a PC surgery/ or drop-in event every six months	Parish Councillors	£200	½ Yearly

Communication					
5.	Communication of Parish Council activities	Include information of Parish Council meetings, vacancies and other important information in:-			
		PC Website	Clerk	NIL	Quarterly
		Facebook	Clerk	NIL	Quarterly
6.	Parish Meeting	Organise Annual Parish Meeting to allow groups within the Parish to report activities that have been carried out to the Parish Council	Chair	NIL	March – May Yearly
7.	Annual Report	Prepare an Annual Report and circulate via PC Website and Facebook	Chair/Clerk	NIL	April

Environment					
8.	Street Furniture	Undertake Audit of all PC Street Furniture Assets and establish any maintenance requirements	Councillors	£150	Review Annually

	Issue	Action	Lead	Resource Implications	Timescales
Planning, Enforcement & Neighbourhood Plan					
9.	Neighbourhood Plan	Review every five years and or when CWaC's Local Plan is revised	All Councillors	NIL	Next Review – 2026 or before if required depending on when CWaC revised Local Plan is adopted.
10.	Planning Applications	Review all planning applications against neighbourhood plan and circulate suggested response around Parish Council for approval.	All Councillors /Clerk	NIL	As and when required.
11.	Enforcement Issues	Report Enforcement Issues brought to the Parish Council's attention to CWaC and monitor.	All Councillors /Clerk	NIL	As and when required.

Highways					
12.	Speed Monitoring	Encourage Police to undertaken regular Trucam Speed Monitoring.	All Councillors	NIL	On-going
13.	Potholes and Highways/signs Damage	Report all potholes and highways/signs damage issues brought to the parish council's attention to CWaC and monitor.	Councillors /Clerk	NIL	As and when required.
14.	Gullies, Gutters, Grid & Ditches	Monitor and report any blocked gullies, gutters, grids & ditches	All Councillors & Residents	NIL	Monthly review

Footpaths					
15.	Footpath Accessibility	Report all footpath accessibility issues brought to the parish council's attention to CWaC and monitor.		NIL	As and when required.
16.	Maintenance /replacement of stiles	Report all stile damage issues brought to the parish council's attention to CWaC and monitor.		NIL	As and when required.

	Issue	Action	Lead	Resource Implications	Timescales
Community Resources					
17.	Grants	Develop Grant Giving Policy and roll out.	Councillors		Within next 6 months.
18.	Defibrillator	<ul style="list-style-type: none"> - Explore the opportunity to have Defibrillator Machines in the Area - Explore Grant Funding that is available to support the installation of Defibrillator Machines 	Councillors/ Clerk Clerk	£1,000	Within next 12 months. On-going

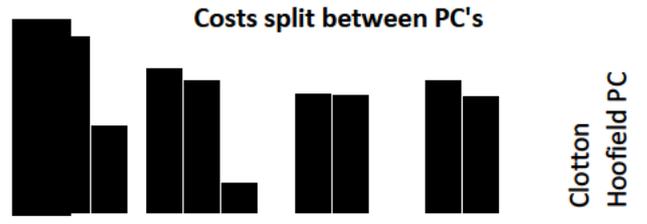
Training					
19.	Training	Identify training needs of Clerk & Parish Councillors	Councillors/ Clerk	£150	

Clotton and Hoofield Parish Council

DRAFT BUDGET 2024-25

Budget Element	Calc. %	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	2024-25 Budget	2023-24 Predicted YE	2023-24 Budget	Variance
EXPENDITURE																	
People																	
Clerk & HMRC		336	336	336	336	336	336	336	354	354	354	354	354	4,120	3,826	3,540	580
Professional service																	
Insurance			750											750	676	700	50
Internal Audit			50											50	45	50	0
Payroll Services			73				109							182	169	135	47
General Services																	
Website								175						175	173	170	5
Room Hire													60	60	50	120	-60
Planter Maintenance		100												100	0	40	60
Admin & Expenses																	
CHALC Membership		136												136	134	130	6
Other memberships (NALC/SLCC/Local Council's Direct)			60	22						50				132	72	50	82
Data Protection fee							35							35	35	35	0
Admin			30				30			30				90	89	50	40
Post									0					0	0	120	-120
Stationery		20		20				20		20				80	60	150	-70
Office Allowance		56		56				56		56				224	212	216	8
Mileage		30									10		10	70	139	60	10
Training		50				50			50					150	79	300	-150
Elections														0	181	200	-200
Projects																	
Ad Hoc Beneficial Items (£137)													150	150	0	150	0
Community Events														0	604	1,000	-1,000
Planting of Wildflowers											940			940	0	0	940
CIL Projects							920							0	3,900	0	0
Speed Initiatives						500								0	0	100	400
General Grants & Projects														500	0	0	0
Inflation %	3.00%	22	16	33	13	13	20	21	12	11	16	39	17	233	0	0	233
Contingency % of above	1.50%	11	8	16	7	13	20	10	6	5	8	19	9	133	0	0	133
TOTAL CASH OUT		761	574	1,135	454	913	1,371	727	432	370	543	1,352	599	9,230	10,444	7,316	1,914
RECEIPTS																	
Precept	6735	7,006												7,006	6,735	6,735	
Bank Interest	Monthly	9.00	9.00	9.00	9.00	9.00	9.00	9.00	9.00	9.00	9.00	9.00	9.00	108	70	16	
VAT recovery		730												730	0	100	
Money taken from reserves							920				470			1,390	0	0	
Ward contribution														0	470	0	
TOTAL CASH IN		7,745	9	9	9	9	929	9	9	9	9	479	9	9,234	7,275	6,851	
Transaction Cash flow		6,985	-565	-1,126	-445	-904	-442	-718	-423	-361	-534	-873	-590				
RESERVES																	
Projected	8706.9													8,707		10,169	-1,462
Grants & Projects - to be taken from reserves																	
Speed Limit Reduction														0		3,250	-3,250
Election Reserves		2,500												2,500	2,500	0	0
Portion of Precept in Reserves		4,817												4,817	3,586	1,231	
Planting of Wildflowers		470												470	920	0	
CIL Projects		920												920	920	0	
TOTAL IN RESERVES		8,707	0	0	0	0	0	0	0	0	0	0	0	8,707	10,169	10,169	-1,462

Training for Clerk 2024



<u>Webinar</u>	<u>Date</u>	<u>Cost</u>					
Subject Access Request Training	6th Feb	£ 60.00	✓	✓	✓	✓	✓
Charitable Trust Training	15th & 22nd Feb	£ 60.00	✓				
VAT: The Basic & Making VAT Digital	20th Feb	£ 30.00	✓	✓	✓	✓	✓
Climate Action for Smaller Councils	11th April	£ 30.00	✓	✓	✓	✓	✓
Common Land	6th March	£ 45.00	✓	✓	✓	✓	✓
Rights of Way	23rd April	£ 45.00	✓	✓	✓	✓	✓
<u>Qualifications</u>	<u>Dates</u>	<u>Cost</u>					
Carbon Literacy Qualification	22nd & 29th Feb	£ 120.00	✓	✓	✓	✓	✓
<u>Conference</u>							
SLCC Staff Conference	Sep-24	£ 40.00		✓			
<u>Themed Summit</u>							
- How to engage the Community	21st Feb	£ 60.00	✓	✓	✓	✓	✓
- Are you prepared for Net Zero	22nd May	£ 60.00	✓	✓	✓	✓	✓
- Planning	10th July	£ 60.00	✓	✓	✓	✓	✓
TOTAL Training Costs		£ 610.00	£				£ 102.00

£ -