

# 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 21<sup>st</sup> October 2024 to be held in Duddon, Clotton and District Memorial Hall, at 7.00pm, for the transaction of the business set out below.

Signed *Trudy Ryall-Harvey*, Clerk

14/10/2024

[Clerk.clottonhoofieldpc@gmail.com](mailto: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.	<b>APOLOGIES</b>	And reason for absence.	Chair
2.	<b>PARISH COUNCIL VACANCIES</b>	To review and approve any applications for co-option onto the Parish Council following the election on May 4th 2023.	Clerk
3.	<b>DECLARATIONS OF INTEREST</b>	Members to declare any interest under the following categories: pecuniary, outside body and family, friend or close associate.	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.</i> <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>	Chair
5.	<b>CORRESPONDENCE</b>	- Any other correspondence received following Agenda being circulated.	All
6.	<b>MINUTES</b>	To approve the minutes of the Parish Council meeting held on 25 <sup>th</sup> July 2024	Chair
7.	<b>ACTIONS</b>	To note actions list and receive verbal updates on any items not otherwise on the agenda.	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. - To receive a verbal report on the recent visit to the Iddenshall Solar Farm site.	GB JN/GB
9.	<b>ACCOUNTS</b>	1) To accept the Cashbook and review the Outturn against Budget to date. 2) To approve the Bank Reconciliation against Cashbook YTD. 3) To approve Income and Payments since last meeting.	Clerk Clerk Clerk
10.	<b>PARISH COUNCIL MATTERS</b>	1. Parish Council Planter for Clotton – to receive an update regarding the relocation of the planter. 2. To review and adopt the revised:- - Publication Scheme - Training Policy 3. To agree the Parish Council’s Action Plan for 2025-26. 4. To receive a verbal update on the LCAS Application.	CK/JN Clerk Clerk Clerk
11.	<b>CWaC</b>	- To review the REPORT IT items and work undertaken since the last meeting. - To receive an update on actions agreed by CWaC Principal Flood Risk Management Engineer in relation to Cinders Lane & Corkscrew Lane.	Clerk Clerk
	<b>DATE OF NEXT MEETING</b>	Monday 20 <sup>st</sup> January 2025 at 7.00pm in the Duddon, Clotton and District Memorial Hall.	

# MEETING OF CLOTTON HOOFIELD PARISH COUNCIL

Thursday 25<sup>th</sup> July 2024 at 7.00pm

at Duddon, Clotton and District Memorial Hall

## MINUTES

### PRESENT

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

Clerk: Mrs T Ryall-Harvey

Public – 0

**APOLOGIES** – Apologies were received and accepted from Cllr Cooper (Ward Councillor) due to work commitments.

### PARISH COUNCIL VACANCIES

Following the uncontested election on 4<sup>th</sup> 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.

**PUBLIC PARTICIPATION** – Nothing raised.

### CORRESPONDENCE

CWaC – Request for extra time to comment on Planning Application – new arrangements

Information had been received from Cheshire West and Chester Council (CWaC) in relation to Parish Council's requesting extra time to comment, new arrangements were received and noted.

CWaC – Help us to share a new Household Waste Recycling Service

Information was received at the meeting relating to CWaC's Consultation on Household Waste Recycling Services, Parish Councillors noted this. It was reported that information had been shared via the Parish Council's facebook site to encourage residents to respond.

PCSO Update

An update had been received from PCSO J Hannath in relation to his work priorities due to taking on additional responsibilities. This updated was noted.

### MINUTES

**RESOLVED 20/019:** that the Minutes of the Parish Council Meeting held on 15<sup>th</sup> April 2024 were accepted as a true and accurate record and signed by the Chairman.

### ACTIONS SINCE LAST MEETING

ACTIONS still outstanding:-

- Emailed and chased twice the CWaC Wildflower Team in relation to the possibility of planting opposite Iddenshall or in Hoofield – still awaiting a response.
- Defibrillator - Cllr D Roberts to speak to owner of The Bulls Head to see if we could house a Defib Machine on site – wait until the site is re-opened and then review.
- Cllr Lush to raise with CWaC the Withdrawal of the Community Bus Service – **ACTION** chase Cllr Lush to see if he has any update.
- Cllr Nicholas to request resident to forward a copy of the letter relating to the removal of 5 mature Oak Trees along the A51.
- Clerk to write to CWaC to seek clarification about the removal of 5 mature Oak Trees along the A51.

The following actions were completed since the last meeting:

- Clerk had emailed Maria Robert to raise her awareness of the issues on Corkscrew Lane and highlighted her lack of response to Gareth Owen, Team Leader Highways - Climate Adaptation Cheshire West and Chester Council and Ward Councillor Ted Lush.
- Barlows had installed the Defibrillator at the 50p Shop in Hoofield.
- Three quotes for Parish Council Insurance had been received in between meetings and it had been **RESOLVED 24/020** to move forward with insurance supplied by Zurich for 2024-25.
- **Finance** - payments had been processed that were approved.
- **Website** – the Clerk had put the Annual Report and minutes of the previous meetings on the website.
- Clerk Emailed CWaC to ask for a road traffic survey to be completed on Corkscrew Lane.
- Clerk had explored different locations for the Planter in Clotton and submitted a Street Furniture Licence application on behalf of the Parish Council. It was reported that the Clerk had identified locations in Clotton suitable for the planter, shared these with the Parish Council and CWaC. Following this a Street Licence application had been submitted to CWaC for placing the planter in front of the Clotton sign on A51 after Duddon Primary School. It was therefore **RESOLVED 24/021** that and Parish Council approved the signing of the Licence.

## PLANNING

The Planning Register dated 15/07/2024 was circulated for Parish Councillors information.

It was noted that since the last meeting the following planning applications had been received from CWaC: - 24/00969/FUL – Galloway Cottage, High Street, Clotton, Tarporley CW6 0EG – Creation of a new drive and road access off the A51 at Galloway Cottage to reinstate a former driveway that previously served Galloway Cottage and permanently close off the existing driveway. The Parish Council submitted a **neutral** response to this application but comments that they would support the application is suitable planting is carried out on the existing driveway when blocked.

24/01395/FUL – Rose Cottage, Hoofield Road, Huxley, Chester CH3 9BL – Erection of a semi-detached shed (retrospective) – The Parish Council agreed to submit a response in **support** of this application.

It was noted that since the last meeting the following planning applications been determined by CWaC: - 24/00116/LBC – The Shay, 2 Yew Tree Farm Barn, Duddon Road, Clotton CW6 0EH – Installation of retractable awning fitting under the eaves to the rear elevation – **approved**.

### Visit to Solar Farm, Iddenshall Grange

It was reported that two Parish Councillors had on 7<sup>th</sup> June attended a visit to the Solar Farm at Iddenshall Grange meet the Emtec Site Team.

The project was being undertaken by Emtec on behalf of Shell and included the installation of 18.9 MWp PV array on a 31.8ha site of pastoral land at Iddenshall Grange, Tarporley. The project consists of a maximum 32,832 PV modules which are mounted on steel frames, 3 panels high in a south facing direction.

The panels feed into 50 inverters, which in turn feeds into 5 transformers and then onto substations, before being connected to the overhead power pylons and the grid.

The work includes the installation of track roads, PV tables, associated electrical work, installation of power stations and substations. The project completion date is 28.03.2025.

A follow-up visit is proposed for 6<sup>th</sup> September at 1.00pm.

It was also reported that the Clerk had recently had a meeting with representatives from Shell to discuss the proposed installation of solar panels on the Duddon, Clotton and District War Memorial Hall that had been raised during the initial planning discussions with Anesco.

**ACTION:** Ask if Clotton Hoofield are getting any CIL money in 2025.

**ACTION:** If the proposal for the solar panels for village hall was not successful then contact MP.

CWac Town and Parish Council Drop-in event to discuss the new local plan and borough wide design code– Wednesday 19<sup>th</sup> June 2024. Cllr Roberts reported upon the recent event he had attended where Cheshire West and Chester (CWac) Planning Policy team was giving Town and Parish Councils the opportunity to ask questions and talk to members of the team about:

- The new local plan and borough wide design code;
- The recent evidence base consultation including the identification of sites shown as part of the land availability assessment;
- Highlight issues or priorities within your area that you feel should be considered through preparation of a new local plan;
- Discuss the preparation of a neighbourhood plan or whether to review and update an existing neighbourhood plan.

## **ACCOUNTS**

### **Cashbook**

**RESOLVED 24/022** to accept the cash book and YTD summary dated 15<sup>th</sup> July 2024.

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

**RESOLVED 24/023** to approve the Bank Reconciliation as presented to the meeting dated 15<sup>th</sup> July 2024.

### **Purchase of Poppy Wreath for Remembrance Sunday**

**RESOLVED 24/024** to purchase a Poppy Wreath for Remembrance Sunday in November and Cllr Nicholas undertook to attend the Remembrance Service on behalf of the Parish Council and present the Wreath.

**ACTION:** Clerk to purchase more zipties.

### **Correspondence from Lloyds Bank**

Correspondence dated May 2024 from Lloyds Bank was circulated and noted. It outlined that as we held a Business Account with Lloyds Bank they believe that the Financial Services Compensation Scheme wouldn't protect the money the Parish Council has with them should Lloyds ever go out of business. The Parish Council agreed to note this and no further action was required.

### **Income and Payments since the last meeting**

**RESOLVED 24/025** that the council note and accept the income and expenditure presented to the meeting for approval as set out below:

<b>Date</b>	<b>Received From</b>	<b>Gross Amount</b>	<b>Comment</b>
18/04/2024	CWac	£7,006.00	Precept 2024-2025
09/05/2024	Bank	£8.25	Bank Interest
10/06/2024	Bank	£8.81	Bank Interest
09/07/2024	Bank	£7.99	Bank Interest

### **Payments made since the last meeting - for approval**

<b>Date</b>	<b>Payable to</b>	<b>Net Amount</b>	<b>VAT</b>	<b>Gross Amount</b>	<b>Comment</b>
30/04/2024	Barlows UK Ltd	£189.20	£37.84	£227.04	Installation of Defibrillator
07/05/2024	Zurich Insurance	£241.00	£0.00	£241.00	Annual Parish Council Insurance
25/05/2024	Mrs T Ryall-Harvey	£269.24	£0.00	£269.24	Salary Tax Month 2
29/05/2024	HMRC PAYE	£67.20	£0.00	£67.20	HMRC Tax Month 2
25/06/2024	Mrs T Ryall-Harvey	£269.24	£0.00	£269.24	Salary Tax Month 3
01/07/2024	HMRC PAYE	£67.20	£0.00	£67.20	HMRC Tax Month 3

### **Payments not yet made - for approval**

Payable to	Net Amount	VAT	Gross Amount	Comment
Mrs T Ryall-Harvey	£269.04	£0.00	£269.24	Salary Tax Month 4
HMRC PAYE	£67.40	£0.00	£67.20	HMRC Tax Month 4
Mrs T Ryall-Harvey	£186.81	£11.32	£198.13	Clerk's Expenses - including contribution to mobile phone, office allowance, training, stationery, mileage etc

**PARISH COUNCIL MATTERS**

Parish Council Planter for Clotton - discussed earlier in the meeting.

Financial Regulations

Following the National Association of Local Councils circulating revised Financial Regulations, these had been reviewed and adapted according to Clotton Hoofield Parish Council's requirements and it was **RESOLVED 24/026** that Clotton Hoofield Parish Council adopt the revised Financial Regulations.

**CHESHIRE WEST AND CHESTER COUNCIL**

Highways

It was reported that since the last meeting new items had been reported to CWaC.

The Clerk reported that she had escalated the items that had been reported in May and not investigated and hoped that they would be investigated shortly.

**ACTION:** Cllr Kinsey to report bus sign outside Iddenshall.

Meeting with CWaC LLFA & Highways regarding flooding on Cinders Lane and Corkscrew Lane

The action points for issues identified at the meeting on 25<sup>th</sup> April with CWaC LLFA & Highways was circulated and noted for monitoring.

**ACTION:** Clerk to chase LLFA/Highways and get update on actions that were agreed and try to obtain timescales.

**DATE OF THE NEXT MEETING**

The date of the next Parish Council meeting was Monday 21<sup>st</sup> October 2024 at 7.00pm in Duddon, Clotton and District Memorial Hall.

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

Meeting finished 19.46

## Clotton Hoofield Parish Council Planning Register 2024

Fri 05 Jan 2024	24/00032/FUL	Aviva Cottage Willington Road Duddon Chester CW6 0UG	Extension to garage/playroom	Support	Approved
28 Feb 2024	24/00151/FUL	1 Hoofield Cottages Hoofield Lane Huxley Chester Cheshire CH3 9BJ	Erection of building for storage of agricultural equipment.	Not Supported – due to the application does not meet D1 of the neighbourhood development plan and the details submitted are very basic.	
25 March 2024	24/00116/LBC	The Shay 2 Yew Tree Farm Barn Duddon Road Clotton Tarpoley CW6 0EH	Installation of retractable awning fitting under the eaves to the rear elevation.	No response submitted - This would not need planning consent except for the listed building status.  There is nothing untoward about the awning.	Approved
Wed 03 Apr 2024	24/00969/FUL	Galloway Cottage High Street Clotton Tarpoley CW6 0EG	Creation of a new drive and road access of the A51 at Galloway Cottage to reinstate a former driveway that previously served Galloway Cottage and permanently close off the existing driveway.	Neutral - however they would support it if suitable planting is carried out on the existing driveway when blocked	Approved
Wed 15 May 2024	24/01395/FUL	Rose Cottage Hoofield Road Huxley Chester CH3 9BL	Erection of a semi-detached shed (retrospective)	Support	
Fri 06 Sep 2024	24/02669/FUL	Laburnum Cottage Cinder Lane Clotton Common Clotton Chester CW6 0UB	Partial demolition of existing dwelling, erection of two storey front and side extension, and a rear extension to existing garage. Re-render to existing, installation of metal cladding and timber cladding to extension, new doors and windows. Amendments to existing front boundary wall, and a replacement gate. External landscaping works consisting of new patio and planting beds and erection of brick boundary wall.	Not Supported	

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  
 10-10-2024

# CLOTTON HOOFIELD PARISH COUNCIL



**Visit:** Friday 20<sup>th</sup> September 2024

**Location:** Iddenshall Grange, Clotton

**In attendance:** Jane Nicholas

Geoffrey Bibby

Trudy Ryall-Harvey, Clerk to the Parish Council

Representatives from Duddon & Burton Parish Council

Representatives from Tarporley Parish Council

Samuel Samarasinghe – Project Manager – Emtec

Michael Gagan – HSSE Advisor – Emtec

Andrew Bailey – Site Manager - Emtec

## **Project overview:**

The project is to Install an 18.9 MWp PV array on a 31.8ha site of pastoral land at Iddenshall Grange, Tarporley.

The project consists of a maximum 32,832 PV modules which are mounted on a steel frame 3 panels high in a south facing direction.

The panels feed into 50 inverters, which in turn feeds into 5 transformers and then onto substations, before being connected to the overhead power pylons and the grid.

## **Scope of the Works**

The works shall comprise of the design and installation of 18.9 MWp PV array at Iddenshall grange.

This also includes the installation of track roads, PV tables, associated electrical work, installation of power stations and substations.

Project completion date: 28.03.2025 – delayed until April 2025

Project duration – Approximately 51 weeks

## **Project Update**

Project is progressing well, the delay on the competition appears to have been caused by the identification of Greater Crested Newts so work on the final section is hoping to start in October.

The Emtec Team were asked how many houses the solar panels could provide electricity for, it was confirmed that approximate 7,000 houses could be provided with electricity from this site once it is up and running. Emtec suggested a further site visit in January if the Parish Councillors have steel toe capped boots then a walk around the site could be organised.

Site currently looks like this:-



Clotton and Hoofield Parish Council

OUT-TURN 2024-25

10/10/2024

Budget Element	Calc. %	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	2024-25 Actual	2024-25 Budget	Variance
<b>EXPENDITURE</b>																
People														4,123	4,120	3
Clerk & HMRC		336	336	269	67	673	336	336	354	354	354	354	354			
<b>Professional services</b>																
Insurance			241											241	750	-509
Internal Audit		48												48	50	-3
Payroll Services		70					112							182	182	0
<b>General Services</b>																
Website							57	159						217	175	42
Room Hire														60	60	0
Planter Maintenance														100	100	0
<b>Admin &amp; Expenses</b>																
CHALC Membership		136												136	136	0
Other memberships (NALC/SLCC/Local Council's Direct)						60				50				110	132	-22
Data Protection fee						21	35			30				35	35	0
Admin Post									0					51	90	-39
Stationery		45			8			20		10				83	80	3
Office Allowance		52			60		56			56				224	224	0
Mileage		30			50		30			10				119	70	49
Training		25			60			50						135	150	-15
Elections														0	0	0
<b>Projects</b>																
Ad Hoc Beneficial items (\$137)													150	150	150	0
Community Events												940		0	0	0
Planting of Wildflowers														940	940	0
CL Projects																
General Grants & Projects														0	500	-500
Inflation %	3.00%	0	0	0	0	0	0	0	12	11	16	39	17	95	233	-138
Contingency % of above	1.50%	0	0	0	0	0	0	0	6	5	8	19	9	47	133	-86
<b>TOTAL CASH OUT</b>		<b>742</b>	<b>577</b>	<b>269</b>	<b>67</b>	<b>931</b>	<b>429</b>	<b>714</b>	<b>422</b>	<b>370</b>	<b>533</b>	<b>1,352</b>	<b>689</b>	<b>7,095</b>	<b>9,230</b>	<b>-2,135</b>
<b>RECEIPTS</b>																
Precept	6735 4.00%	7,006												7,006	7,006	0
Bank Interest	Monthly	7.97	8.25	8.81	7.99	7.66	6.59	9.00	9.00	9.00	9.00	9.00	9.00	101	108	7
VAT recovery														0	730	-730
Money taken from reserves												470		470	1,390	-920
Ward contribution														0	0	0
<b>TOTAL CASH IN</b>		<b>7,014</b>	<b>8</b>	<b>9</b>	<b>8</b>	<b>8</b>	<b>7</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>479</b>	<b>9</b>	<b>7,578</b>	<b>9,234</b>	<b>-1,656</b>
Transaction Cash flow		6,273	-569	-260	-59	-923	-422	-705	-413	-361	-524	-873	-680			
<b>RESERVES</b>																
Projected	8706.9													8,707	8,707	0
<b>Grants &amp; Projects - to be taken from reserves</b>																
Speed Limit Reduction														0	0	0
Election Reserves		2,500												2,500	2,500	0
Portion of Precept in Reserves		4,817												4,817	4,817	0
Planting of Wildflowers		470												470	470	0
<b>TOTAL IN RESERVES</b>		<b>8,707</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8,707</b>	<b>8,707</b>	<b>0</b>

# Clotton & Hoofield Parish Council Cashbook 2024-25

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			
09/04/2024	Bank Interest	14	150									£7.97	7.97	Bank Interest	
16/04/2024	CHALC	15	150	8				-£135.66					-135.66	Affiliation Fees	
16/04/2024	Phil Sanders	15	150	1		-£47.50							-47.50	Internal Audit	
16/04/2024	PQR Limited	15	150	1		-£58.50					-£11.70		-70.20	Payroll Services for Months 01-06	
16/04/2024	Mrs T Ryall-Harvey	15	150	1				-£143.34			-£8.51		-151.85	Clerk's Expenses	
18/04/2024	CWAC	25	153									£7,006.00	7,006.00	Precept for 2024-25	
25/04/2024	Mrs T Ryall-Harvey	15	150	1		-£269.24							-269.24	Clerk's Salary Tax Month 1	
29/04/2024	HMRC PAYE	15	150	1		-£67.20							-67.20	PAYE Payment Tax Month 1	
30/04/2024	Barlows UK Ltd	25	153	3					-£189.20		-£37.84		-227.04	Installation of Defibrillator	
07/05/2024	Zurich Town & Parish Insuranc	25	153	4		-£241.00							-241.00	Annual Insurance	
09/05/2024	Bank Interest	25	153									£8.25	8.25	Bank Interest	
25/05/2024	Mrs T Ryall-Harvey	25	153	1		-£269.24							-269.24	Clerk's Salary Tax Month 2	
29/05/2024	HMRC PAYE	25	153	1		-£67.20							-67.20	PAYE Payment Tax Month 2	
10/06/2024	Bank Interest	25	153									£8.81	8.81	Bank Interest	
25/06/2024	Mrs T Ryall-Harvey	25	153	1		-£269.04							-269.04	Clerk's Salary Tax Month 3	
01/07/2024	HMRC PAYE	25	153	1		-£67.40							-67.40	PAYE Payment Tax Month 3	
09/07/2024	Bank Interest	25	153									£7.99	7.99	Bank Interest	
06/08/2024	HMRC PAYE	25	154			-£67.20							-67.20	PAYE Payment Tax Month 4	
06/08/2024	Mrs T Ryall-Harvey	25	154	1		-£269.24							-269.24	Clerk's Salary Tax Month 4	
06/08/2024	Mrs T Ryall-Harvey	25	154	1				-£186.81					-198.13	Clerk's Expenses	
09/08/2024	Bank Interest											£7.66	7.66	Bank Interest	
19/08/2024	National Association of Local Councils			8									-60.00	Local Council Award Scheme Regi	
25/08/2024	Mrs T Ryall-Harvey			1		-£50.00							-60.00	Clerk's Salary Tax Month 5	
29/08/2024	HMRC PAYE			1		-£67.40							-67.40	PAYE Payment Tax Month 5	
09/09/2024	Bank Interest											£6.59	6.59	Bank Interest	
13/09/2024	ICO ZA190296 (DD)					-£35.00							-35.00	Data Protection Subscription	
16/09/2024	Linux Internet						-£47.88						-47.88	Website Cloud Hosting for 12 Mo	
25/09/2024	Mrs T Ryall-Harvey					-£269.24							-269.24	Clerk's Salary Tax Month 6	
29/09/2024	HMRC PAYE					-£67.20							-67.20	PAYE Payment Tax Month 6	
04/10/2024	One.com							-£132.87					-159.44	Annual Domain Fee	
09/10/2024	Shires Accountancy					-£93.50							-93.50	Payroll Services for Months 7-12	
09/10/2024	Bank Interest											£6.38	6.38	Bank Interest	
25/10/2024	Mrs T Ryall-Harvey					-£269.04							-269.04	Clerk's Salary Tax Month 7	
29/10/2024	HMRC PAYE					-£67.40							-67.40	PAYE Payment Tax Month 7	
													0.00		
	<b>TOTALS</b>					-2,355.08	-180.75	-465.81	-189.20	0.00	-£134.22	£7,059.65	3,209.09		

**RECONCILIATION**

Current Account	£3,854.67
Deposit Account	£7,766.60
<b>TOTAL</b>	<b>£11,621.27</b>
Less Uncleared Payments	£0.00
Earmarked for CIL Projects	£919.72
Earmarked for A51 Speed Limit Reduction ur	£0.00
Ring fenced portion of precept held in reserv	£3,586.00
Ring fenced for Wildflower Planting	£470.00
Ring fenced for Election Costs	£2,500.00
Earmarked for General Reserves	£1,500.00
<b>TOTAL</b>	<b>£3,115.55</b>
S137 limit for 2023-24 =	£3,197.46

Year to date balance  
**Balance Brought Forward**  
**Balance**

£3,209.09  
£8,412.18  
£11,621.27

Cashbook Prepared by: Mrs T Ryall-Harvey  
Clerk  
10/10/2024

**Clotton Hoofield Parish Council**  
**Bank Reconciliation to Cashbook 10th October 2024**  
**Presented at Council Meeting - Monday 21st October 2024**  
**Prepared**

Balance shown on Cashbook	<b>£11,621.27</b>
Current Account	£4,191.11
Reserves Account	£7,766.60
Less: Uncleared payments	£336.44
TOTAL	<b>£11,621.27</b>
Reconciliation	<b>Yes</b>

TREASURERS ACCOUNT [REDACTED]  
 CLOTTON HOOFIELD PARISH COUNCIL

£ 4,191.11 Current balance

BB INST ONLINE [REDACTED]  
 £ 7,766.60 Balance

**Income received since the last meeting**

Date	Received From	Net Amount	VAT	Gross Amount	Comment
09/08/2024	Bank	£7.66	£0.00	£7.66	Bank Interest
09/09/2024	Bank	£6.59	£0.00	£6.59	Bank Interest
09/10/2024	Bank	£6.38	£0.00	£6.38	Bank Interest

**Payments made since the last meeting - for approval**

Date	Payable to	Net Amount	VAT	Gross Amount	Comment
19/08/2024	National Association	£50.00	£10.00	£60.00	LCAS Accreditation
13/09/2024	ICO	£35.00	£0.00	£35.00	Data Protection Subscription
16/09/2024	Linux Internet Ltd	£47.88	£9.58	£57.46	Website Cloud Hosting 12 Month Fees
25/08/2024	Mrs T Ryall-Harvey	£269.04	£0.00	£269.04	Salary Tax Month 5
29/08/2024	HMRC PAYE	£67.40	£0.00	£67.40	HMRC Tax Month 5
03/10/2024	One.com	£132.87	£26.57	£159.44	Annual Domain Name fee
04/10/2024	Shires Accountants	£93.50	£18.70	£112.20	Payroll Services for Months 7 - 12 of ta
25/09/2024	Mrs T Ryall-Harvey	£269.24	£0.00	£269.24	Salary Tax Month 6
29/09/2024	HMRC PAYE	£67.20	£0.00	£67.20	HMRC Tax Month 6

**Payments not yet made - for approval**

Date	Payable to	Net Amount	VAT	Gross Amount	Comment
	Mrs T Ryall-Harvey	£269.04	£0.00	£269.04	Salary Tax Month 7
	HMRC PAYE	£67.40	£0.00	£67.40	HMRC Tax Month 7
	Mrs T Ryall-Harvey	£147.03	£4.66	£151.69	Clerk's Expenses - including contribution to mobile phone, office allowance, training, stationery, mileage etc



# CLOTTON HOOFIELD PARISH COUNCIL

## Publication Scheme

### INTROUCTION

This publication scheme commits the Council to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the Council.

Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits the Council to:

- proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- specify the information which is held by the authority and falls within the classifications below.
- proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- review and update on a regular basis the information the authority makes available under this scheme.
- produce a schedule of any fees charged for access to information which is made proactively available.
- make this publication scheme available to the public.
- publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19.

The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

## CLASSES OF INFORMATION

**Class One - Who we are and what we do.** Organisational information, locations and contacts, constitutional and legal governance.

**Class Two - What we spend and how we spend it.** Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

**Class Three - What our priorities are and how we are doing.** Strategy and performance information, plans, assessments, inspections and reviews.

**Class Four - How we make decisions.** Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

**Class Five - Our policies and procedures.** Current written protocols for delivering our functions and responsibilities.

**Class Six - Lists and registers.** Information held in registers required by law and other lists and registers relating to the functions of the authority.

**Class Seven - The services we offer.** Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

## THE METHOD BY WHICH INFORMATION PUBLISHED UNDER THIS SCHEME WILL BE MADE

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

## **CHARGES WHICH MAY BE MADE FOR INFORMATION PUBLISHED UNDER THIS SCHEME**

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

## **WRITTEN REQUESTS**

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

## **CONTACT DETAILS**

If you require a paper version of any information or want to ask whether information is available, please contact the council by telephone, email or letter. Contact details are set out below.

Tel: 07784 486 767

Address: 76 Oaklea Avenue, Hoole Chester CH2 3RE

email: [clerk.clottonhoofieldpc@gmail.com](mailto:clerk.clottonhoofieldpc@gmail.com)

Alternatively, you can visit our website <https://www.clottonhoofieldparishcouncil.co.uk/>

**Approved:**  
**Next Review Date:** May 2025

## ANNEX 1 – Published Information

Information to be Published	Where Information can be obtained	Cost (hard copy only)
<b>Class 1 – who we are and what we do</b> <i>(Organisational information, structures, locations and contacts)</i>		
Contact details for Parish Clerk and Council Members	Website <a href="https://www.clottonhoofieldparishcouncil.co.uk/councillors/">https://www.clottonhoofieldparishcouncil.co.uk/councillors/</a>	NIL
Who's who on the Council and its Committees	Website <a href="https://www.clottonhoofieldparishcouncil.co.uk/councillors/">https://www.clottonhoofieldparishcouncil.co.uk/councillors/</a>	NIL
<b>Class 2 – What we spend and how we spend it</b> <i>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</i>		
Annual return form and report by auditor	Website <a href="https://www.clottonhoofieldparishcouncil.co.uk/finance/">https://www.clottonhoofieldparishcouncil.co.uk/finance/</a>	NIL
Finalised budget	Website <a href="https://www.clottonhoofieldparishcouncil.co.uk/finance/">https://www.clottonhoofieldparishcouncil.co.uk/finance/</a>	NIL
Precept	Website <a href="https://www.clottonhoofieldparishcouncil.co.uk/finance/">https://www.clottonhoofieldparishcouncil.co.uk/finance/</a>	NIL
Financial Standing Orders and Regulations	Website <a href="https://www.clottonhoofieldparishcouncil.co.uk/documents/">https://www.clottonhoofieldparishcouncil.co.uk/documents/</a>	NIL
Grants given and received	Website <a href="https://www.clottonhoofieldparishcouncil.co.uk/agendas-and-minutes/">https://www.clottonhoofieldparishcouncil.co.uk/agendas-and-minutes/</a>	NIL
List of current contracts awarded and value of contract	Hard Copy	NIL
Members' Allowances and expenses	Hard Copy / electronic	NIL
<b>Class 3 – What our priorities are and how we are doing</b> <i>(Strategies and plans, performance indicators, audits, inspections and reviews)</i>		
Strategies and plans, performance indicators, audits, inspections and reviews, current and previous year as a minimum		
Annual Parish Meeting Report	Website <a href="https://www.clottonhoofieldparishcouncil.co.uk/agendas-and-minutes/">https://www.clottonhoofieldparishcouncil.co.uk/agendas-and-minutes/</a>	NIL
Action Plan	Website <a href="https://www.clottonhoofieldparishcouncil.co.uk/finance/">https://www.clottonhoofieldparishcouncil.co.uk/finance/</a>	NIL
Annual Report	Website <a href="https://www.clottonhoofieldparishcouncil.co.uk/documents/">https://www.clottonhoofieldparishcouncil.co.uk/documents/</a>	NIL
Neighbourhood Plan	Website: <a href="https://www.clottonhoofieldparishcouncil.co.uk/neighbourhood-plan/">https://www.clottonhoofieldparishcouncil.co.uk/neighbourhood-plan/</a>	£5
<b>Class 4 – How we make decisions</b> <i>(Decision making process and records of decisions)</i>		
Timetable of meetings	Website <a href="https://www.clottonhoofieldparishcouncil.co.uk/">https://www.clottonhoofieldparishcouncil.co.uk/</a>	NIL
Agendas of meetings	Website <a href="https://www.clottonhoofieldparishcouncil.co.uk/agendas-and-minutes/">https://www.clottonhoofieldparishcouncil.co.uk/agendas-and-minutes/</a> Published on Parish Council noticeboard 3 clear days prior to the meeting	NIL
Minutes of meetings	Website <a href="https://www.clottonhoofieldparishcouncil.co.uk/agendas-and-minutes/">https://www.clottonhoofieldparishcouncil.co.uk/agendas-and-minutes/</a>	
Reports presented to council meetings – <b>NB</b> this will exclude	Website <a href="https://www.clottonhoofieldparishcouncil.co.uk/agendas-">https://www.clottonhoofieldparishcouncil.co.uk/agendas-</a>	NIL

information that is properly regarded as private to the meeting.	<a href="#">and-minutes/</a>	
Responses to Consultations papers	Website <a href="https://www.clottonhoofieldparishcouncil.co.uk/agendas-and-minutes/">https://www.clottonhoofieldparishcouncil.co.uk/agendas-and-minutes/</a>	NIL
Response to planning applications	Website <a href="https://www.clottonhoofieldparishcouncil.co.uk/agendas-and-minutes/">https://www.clottonhoofieldparishcouncil.co.uk/agendas-and-minutes/</a>  All comments can be viewed at <a href="https://pa.cheshirewestandchester.gov.uk/online-applications/">https://pa.cheshirewestandchester.gov.uk/online-applications/</a>	NIL
<b>Class 5 – Our Polices and procedures</b> <i>(Current written protocols, policies and procedures for delivering our services and responsibilities)</i>		
Policies and procedures for the conduct of council business: Procedural standing orders, Committee and sub-committee terms of reference, Delegated authority in respect of officers, Code of Conduct, Policy statements	Website <a href="https://www.clottonhoofieldparishcouncil.co.uk/documents/">https://www.clottonhoofieldparishcouncil.co.uk/documents/</a>	NIL
Policies and procedures for the provision of services and about the employment of staff: Equal opportunities policy, Health and safety policy, Complaints procedures (including those covering requests for information and operating the publication scheme)	Website <a href="https://www.clottonhoofieldparishcouncil.co.uk/documents/">https://www.clottonhoofieldparishcouncil.co.uk/documents/</a>	NIL
Schedule of charges (for the publication of information)	Website <a href="https://www.clottonhoofieldparishcouncil.co.uk/documents/">https://www.clottonhoofieldparishcouncil.co.uk/documents/</a>	NIL
<b>Class 6 – Lists and Registers</b>		
Assets register	Website <a href="https://www.clottonhoofieldparishcouncil.co.uk/documents/">https://www.clottonhoofieldparishcouncil.co.uk/documents/</a>	NIL
Register of members' interests	Website <a href="https://www.clottonhoofieldparishcouncil.co.uk/councillors/">https://www.clottonhoofieldparishcouncil.co.uk/councillors/</a>	NIL
Register of gifts and hospitality	Hardcopy / Inspection	NIL
<b>Class 7 – The services we offer</b> <i>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</i>		
Street Furniture, seats etc	See Asset Register Website <a href="https://www.clottonhoofieldparishcouncil.co.uk/documents/">https://www.clottonhoofieldparishcouncil.co.uk/documents/</a>	NIL



# CLOTTON HOOFIELD PARISH COUNCIL

## TRAINING AND DEVELOPMENT POLICY

### **Purpose and Scope**

Clotton Hoofield Parish Council is committed to training both Councillors and Employees. The Council recognises that well trained and informed Councillors and Employees promote good practice within the Council.

The purpose of this policy is to set out the Council's position on the provision of training and development opportunities for Councillors, staff and volunteers. It applies to all staff, employees and volunteers whether full or part time, temporary or fixed term, employed or undertaking work on a voluntary basis.

### **Identifying, Meeting and Evaluating Training and Development Needs**

The Parish Council will identify training needs in the light of the overall objectives of the Council and the requirements of individuals. This will be done by means of staff appraisals, surveys, formal and information discussions as well as other methods as appropriate.

Learning and development needs may also be identified as a result of the following:

- Requirements and changes in legislation.
- New or revised qualifications becoming available
- Accidents or near misses
- Professional error
- New working methods and best practices
- Complaints to the Council
- Devolved services/ delivery of new services

The Parish Council will encourage its employees and all of its Councillors to attend training events and pay expenses arising from such training, where possible in-house training sessions will be organised.

The training offered to its Clerk will be no less than the minimum requirement of Continuous Professional Development required by the Institute of Society of Local Council Clerks.

The Parish Council is committed to networking with other councils, as it sees this as an effective means of information gathering, and where possible to link in with training /events held by other councils.

The Parish Council will ensure that training for both employees and Councillors is adequately covered as an item in the annual budget.

The policy will be reviewed regularly and will be adopted by all Councillors following each ordinary election to show their commitment to training.

### **Resources**

The following resources are available online for Councillors and staff to access:

Good Councillors Guide 2024

<https://www.nalc.gov.uk/library/publications/4076-the-good-councillor-s-guide-2024/file>

Clotton Hoofield Parish Council information:

Standing Orders, Code of Conduct & Policies -  
<https://www.clottonhoofieldparishcouncil.co.uk/documents/>

List of Councillors and contact details -  
<https://www.clottonhoofieldparishcouncil.co.uk/councillors/>

Meeting Agenda and Minutes - <https://www.clottonhoofieldparishcouncil.co.uk/agendas-and-minutes/>

The Council will also seek to join professional bodies which can provide help and support and is currently a member of the Society of Local Council Clerks (SLCC) and Cheshire Association of Local Councils (CHALC)

Date of policy: August 2024

Approving committee: Clotton Hoofield Parish Council

Date for next review: May 2025



# CLOTTON HOOFIELD PARISH COUNCIL

## Action Plan 2025-26

	Issue	Action	Lead	Resource Implications	Timescales
<b>Crime &amp; Community Safety</b>					
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	On-going.

<b>Events &amp; Activities</b>					
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

<b>Communication</b>					
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

<b>Environment</b>					
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
<b>Planning, Enforcement &amp; Neighbourhood Plan</b>					
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.

<b>Highways</b>					
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

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

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

## Issues raised with CWaC

Last Updated 10-10-2024

Date	Log No	Location	Fault type:	Description	Action Taken by CWaC
27/09/2023	HW550111412	Corkscrew Lane	Highway maintenance	Faded give way at the junction	Our investigation has been completed and work has been scheduled. Work is prioritised according to risk
19/05/2024	HW607324167	High Street, Clotton	Sign - Sign Damaged	Speed Limit sign obscured	Your enquiry has been allocated to one of the team to be assessed. Once completed, we will provide you with an update. We aim to assess your enquiry within 10 working days.
19/05/2024	HW607322021	High Street, Clotton	Sign - Sign Damaged	Speed Limit sign obscured	Your enquiry has been allocated to one of the team to be assessed. Once completed, we will provide you with an update. We aim to assess your enquiry within 10 working days.
20/05/2024	HW616026834	High Street, Clotton	Sign - Sign Damaged	Speed Limit sign obscured	Your enquiry has been allocated to our StreetCare Team for assessment. You will receive an update within 10 working days. Enquiries requiring urgent attention will be prioritised.
10/06/2024	HW621545154	Corkscrew Lane/Hoofield Lane	Highway Maintenance	Faded give way at the junction - re-reported following the pothole repairs that had been undertaken and only part of the junction re-painted.	A job has already been raised and I have asked that this is progressed in our next batch of lining. It is specified in our contract that any lining be reinstated where defects are repaired by maintenance crews, hence only certain lining being reinstated following recent patching works.
03/09/2024	HW643647253	Corkscrew Lane	Highway maintenance - Edge cway deterioration	stretch of road between Castle View and just beyond the Spinney towards the K9 kennels. Number of faults.	Work Completed
09/10/2024	GS652657065	Eddisbury Way public footpath	Public right of way access - Path or furniture	Missing Gate	Gate has been ordered and will be re-fitted once arrived from manufacturers.
03/10/2024	SS650908693	Huxley Lane	Streetcare & Grounds - Hedge and shrubs	- Hedge on bend opposite the junction of Corkscrew Lane protruding into road and needs a good cut back.	Highways - no action required at this time
30/09/2024	HW650906990	Burton Road	Highway maintenance - Flooding	Flooding across Road.	

Following on from Meeting with Maria Roberts LLFA and Stuart Bateman, Principal Engineer for Highways, CWaC, Stuart Bateman has confirmed the following:-

Actions raised at meeting:-

- CWaC to see if kerbstones along Cinders Lane outside the Griffith's property can be extended.  
*27/9/24 – insufficient budget to proceed within this financial year. Now scheduled for completion in 25/26.*
- CWaC to ask resident who has planted hedge at the other end of Ciner Lane to cut it back by 1 meter.  
*27/9/24 – Notice served to owner to engage cut back.*
- Highways Engineer to report the gully/drain that needs cleaning on Cinder Lane.  
*27/9/24 - No access to the culvert from the highway and it is not found on our list of culverts. Highways believe this was installed by landowners to take water field to field and should be maintained by them. No proposed action by Highways.*
- CWaC Highways to clean the debris and grass/mud from around the gully on Willington Lane opposite the junction of Cinders Lane as currently the water is now flowing into the gully.  
*27/9/24 – work complete.*
- Highways Engineer to review all gullies on Corkscrew Lane to ensure that they are clear and flowing.  
*27/9/24 – insufficient budget to proceed with ad hoc gully cleansing outside of routine cyclic schedule within this financial year unless considered an emergency. Will be completed as part of routine cyclic cleansing route in February 2025.*