

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 Tuesday 21st January 2025 to be held in Huxley Village Hall, at 7.00pm, for the transaction of the business set out below.

Signed *Trudy Ryall-Harvey*, Clerk

13/01/2025

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.	PUBLIC PARTICIPATION	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.	CORRESPONDENCE	<ul style="list-style-type: none"> - To note the new Police Beat Manager – Stephen Harrison. - To note the Cheshire East, Cheshire West, and Warrington councils proposal to Government for the consideration of a devolution priority programme. - To note that the 5 Communities Fibre To The Premises Upgrade is reported to now be 100% Complete. - To note the CW&C Public Space Protection Order (PSPO) Consultation and agree if PC wishes to respond. - Any other correspondence received following Agenda being circulated. 	All
6.	MINUTES	To approve the minutes of the Parish Council meeting held on 21 st October 2024	Chair
7.	ACTIONS	To note actions list and receive verbal updates on any items not otherwise on the agenda.	Chair
8.	PLANNING	<ul style="list-style-type: none"> - 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.	ACCOUNTS	<ol style="list-style-type: none"> 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 the implementation and backdate of the new Pay Scale Awards for 1st April 2024 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
10.	PARISH COUNCIL MATTERS	<ol style="list-style-type: none"> 1. To seek approval of the budget for 2025-26. 2. To agree the Precept for 2025-26 3. Policies/Procedures for review and approval:- <ul style="list-style-type: none"> - Standing Orders - Complaints Procedure 	Clerk Clerk Clerk Clerk

		<p>4. To review Training Schedule and agree any training needs for Parish Councillors for 2024-25</p> <p>5. To agree the date for the Parish Meeting in 2024.</p> <p>6. Tarvin Foundation Trust – to receive a verbal update.</p> <p>7. Parish Council’s Role in the Community to discuss any additional support the Parish Council can provide within the Community.</p>	JN RR
11.	CWaC	<ul style="list-style-type: none"> - To review the REPORT IT items and work undertaken since the last meeting. - To receive a verbal report on flooding issues within the area since the last meeting. 	Clerk CK
	DATE OF NEXT MEETING	Monday 21 st April 2025 at 7.00pm in the Duddon, Clotton and District Memorial Hall.	

MEETING OF CLOTTON HOOFIELD PARISH COUNCIL

Monday 21st October 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 Cooper (Ward Councillor)
PCSO J Hannath
Clerk: Mrs T Ryall-Harvey
Public – 2

APOLOGIES – Apologies were received and accepted from Cllr R Roberts due to illness.

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.

PUBLIC PARTICIPATION –

A resident raised concern following notification of a planning application that has been submitted for Laburnum Cottage. They highlighted concerns they had regarding the removal of a native hedging and the proposal to build a brick wall on land they believed did not belong to the applicant. The Parish Council highlighted that the resident needed to submit their own response to the planning application sharing these concerns.

The resident also comments about the recent flooding on Cinders Lane. She reported that she had spoken to a landowner with regards to the land drains on fields adjacent to their property and the landowner believed that the land drains has been trodden in and destroyed by grazing cattle.

ACTION: Send resident CWaC LLFA email address.

ACTION: Email CWaC Highways about the hedge at the top of Cinders Lane meeting Wood Lane/Willington Road that had been cut but not cut back enough.

Cllr Cooper reported that following conversation that he had with CWaC Highways about concerns regarding traffic on A51, he felt frustrated and therefore had spoken with the new member of parliament. Following this, Cllr Cooper was pleased to report that he was looking to undertake a survey of resident of Clotton and Duddon to gauge their opinion on traffic issues along the A51 in November. Cllr Cooper confirmed that once he had the results he would share them with the Parish Council.

PCSO reported that a lot of resources had already been utilised in looking at speeding issues on A51. He would be happy to explore further if residents felt it was a concern.

ACTION: Clerk to explore funding from Police and Crime Commissioner for a portable SID machine with data storage capability.

PCSO highlighted the 'Residents Voice' survey and encouraged residents to report any concerns they had via this portal.

ACTION: Put on facebook site.

ACTION: Ask PCSO crime stats for Rural Area.

PCSO left the meeting.

CORRESPONDENCE

It was reported that a resident had highlighted that a gate on Kissing Gate on Hoofield FP5 had been stolen, CWaC were aware of this and a replacement gate had been ordered.

A resident raised concerns they had via email around flooding on a regular basis to the houses on the A51, across the road from Iddenshall Care Home. The resident believe that the water seems to be flowing from fields adjacent to the A51, then pooling at the bottom of the field before flowing onto various properties, resulting in flooding. The water is also pooling on the A51 and then flowing down the road towards to Dutton due to a lack of basic drainage infrastructure.

A resident reported up on recent overflowing of the ditches near Hollybank causing flooding.

It was also reported that Corkscrew Lane had flooded during the recent heavy rainfall.

ACTION: Cllr Kinsey to speak to owners of College Farm, about keeping their ditches clear.

ACTION: Clerk to write to email offering sandbags if they want to collect them.

ACTION: Ask Maria Roberts for a copy of the drainage maps for the area

ACTION: Clerk to find out when the gullies on Corkscrew Lane and A51 were last cleared.

MINUTES

RESOLVED 20/027: that the Minutes of the Parish Council Meeting held on 25th July 2024 were accepted as a true and accurate record and signed by the Chairman.

ACTIONS SINCE LAST MEETING

ACTIONS still outstanding:-

- 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 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.
- Planter for Clotton to be sited in the approved location.
- Clerk chased CWaC LLFA Officer for an update on outstanding actions – but has not received a response as yet, **ACTION:** it was agreed to escalate this to CWaC.

The following actions were completed since the last meeting:

- CWaC Wildflower Team have confirmed that the area identified in Hoofield has been added to the maps for planted wildflowers in 2025.
- Clerk has emailed Cheshire West and Chester CIL Office to see if any monies are due to Clotton Hoofield in 2024/25. – CWaC have confirmed that unfortunately, the Solar Farm is not a CIL liable development and therefore there will be no monies due for that scheme. However, it was confirmed that £355.61 is due to the Parish for an alternative scheme. The payments will be processed within the next few weeks.
- Clerk had a meeting with Shell in relation to the proposal to fit solar panels to the roof of the village hall, they have asked the village hall committee to seek quotes for this work and they are looking to contribute towards this community benefit rather than providing the solar panels themselves.

PLANNING

The Planning Register dated 10/10/2024 was circulated for Parish Councillors information.

It was noted that since the last meeting the following planning applications had been received from CWaC: - 24/02669/FUL – Laburnum Cottage, Cinder Lane, Clotton Common, Clotton 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. The Parish Council agreed to submit a response **not supporting** this application due to proposed modern design not being in keeping with the Neighbourhood Plan.

Also, they raised concerns about the removal of native hedging and the installation of a brick wall that is not within the applicant's land. The applicant proposes to build a wall on neighbouring land not currently owned by them.

It was noted that since the last meeting the following planning applications been determined by 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 – **approved**.

Visit to Solar Farm, Iddenshall Grange

It was reported that two Parish Councillors had on 20th September attended a follow-up visit to the Solar Farm at Iddenshall Grange to meet the Emtec Site Team. They reported that the project had been delayed by a number of weeks therefore the proposal date for substantial completion is 25th April 2025, with actual completion currently being schedule for 16th May 2025.

ACCOUNTS

Cashbook

RESOLVED 24/028 to accept the cash book and YTD summary dated 10th October 2024.

Bank Reconciliation against Cashbook YTD

RESOLVED 24/029 to approve the Bank Reconciliation as presented to the meeting dated 10th October 2024.

Income and Payments since the last meeting

RESOLVED 24/030 that the council note and accept the income and expenditure presented to the meeting for approval as set out below:

Income received since the last meeting

Date	Received From	Gross Amount	Comment
09/08/2024	Bank	£7.66	Bank Interest
09/09/2024	Bank	£6.59	Bank Interest
09/10/2024	Bank	£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 of Local Council's	£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
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 tax year 24/25
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

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 phone, office, training, stationery, mileage etc

PARISH COUNCIL MATTERS

Parish Council Planter for Clotton – It was agreed to leave the relocating of the Planter for Clotton and move it in the spring.

Update Policies

RESOLVED 24/030 to adopt the following amended policies as circulated with the Agenda Pack:-

- Publication Scheme
- Training Policy

Action Plan for 2025-26

RESOLVED 24/031 to adopt the draft Action Plan for 2025-26 that had been circulated with the Agenda Pack. It was agreed to remove the proposed implementation of a Grant Giving Policy and Community Engagement PC surgery/drop-in sessions.

Local Council Award Scheme It was reported that following the Parish Councils application for the Local Council Foundation Award, it had been confirmed that this had been awarded to the Parish Council in September 2024.

CHESHIRE WEST AND CHESTER COUNCIL

Highways

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

- HW643647253 – Corkscrew Lane – Highways Maintenance – Edge of Carriage Way deterioration – stretch of road between Castle View and just beyond the Spinney towards the K9 Kennels – **work completed**.
- SS650908693 – Huxley lane – Hedge on bend opposite the junction of Corkscrew Lane protruding into road – **no action required at this time**.
- GS652657065 – Eddisbury Way public Footpath – Missing gate – Gate has been ordered and will be re-fitted once arrives from manufacturers.
- HW650906990 – Burton Road – highway maintenance – flooding – Flooding across road.
- 30mph VAS not operational on A51 Clotton - sign has failed and has been taken back to the manufacturer to see if it can be repaired.

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

Clerk has chased the issues identified on the meeting on 25th April with CWaC LLFA and but heard back yet on timescale for them completing their actions.

The Clerk provided a written update on the issues raised with Highways a the meeting on 25th April, see below:-

- 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.

ACTION: Clerk to chase response from the LLFA and escalate this higher in the LLFA if no response is received. Residents raised that the issues with the property on Cinders Lane that gets flooded this is now a public health concern due to the children having constant chest infections and asthma and ask that this be brought to the attention of the LLFA.

DATE OF THE NEXT MEETING

The date of the next Parish Council meeting was Monday 20th January 2025 at 7.00pm in Duddon, Clotton and District Memorial Hall.

Signed Dated

Meeting finished 20.33

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 Tarporley 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 Tarporley 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	Approved
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	
4 Dec 2024	24/03421/LBC	Common House Farm Willington Lane Clotton Tarporley CW6 0HQ	Alterations to existing garage/studio to include windows and doors, front rooflights, and 3 rear dormers	No response submitted	
4 Dec 2024	24/03420/FUL	Common House Farm Willington Lane Clotton Tarporley CW6 0HQ	Alterations to existing garage/studio to include windows and doors, front rooflights, and 3 rear dormers	No response submitted	
3 January 2025	24/03628/FUL	The Riddings Willington Road Duddon Chester CW6 0UG	Demolition of existing dwelling and erection of replacement, two outbuildings, landscaping and hardstanding areas		
3 January 2025	24/03734/PAA	Dibbins Hey Duddon Road Clotton Tarporley CW6 0EH	Construction of an additional storey to existing dwelling		

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
14-01-2025

Clotton and Hoofield Parish Council

OUT-TURN 2024-25

14/01/2025

Budget Element	Calc. %	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	2024-25 Actual	2024-25 Budget	Variance
EXPENDITURE																
People																
Clerk & HMRC		336	336	269	67	673	336	336	421	347	347	347	347	4,164	4,120	44
Professional service																
Insurance			241											241	750	-509
Internal Audit		48												48	50	-3
Payroll Services		70					112							182	182	0
General Services																
Website							57	159						217	175	42
Room Hire													60	60	0	
Planter Maintenance													60	100	-100	
Admin & Expenses																
CHALC Membership		136												136	136	0
Other memberships (NALC/SLCC/Local Council's Direct)						60		60						120	132	-12
Data Protection fee						35								35	35	0
Admin						21					30			51	90	-39
Post														0	0	0
Stationery		45			8			30			10			93	80	13
Office Allowance		52			60			52			56			220	224	-4
Mileage		30			50			40			10			129	70	59
Training		25			60			10			50			146	150	-4
Elections														0	0	0
Projects																
Ad Hoc Beneficial items (\$137)						20							150	170	150	20
Community Events														0	0	0
Planting of Wildflowers												940		940	940	0
CIL Projects														0	0	0
General Grants & Projects														0	500	-500
Inflation %	3.00%	0	0	0	0	0	0	0	0	0	16	39	17	72	233	-161
Contingency % of above	1.50%	0	0	0	0	0	0	0	0	0	8	19	9	36	133	-97
TOTAL CASH OUT		742	577	269	67	931	429	760	421	407	526	1,345	583	7,058	9,230	-2,172
RECEIPTS																
Precept	6735	7,006												7,006	7,006	
Bank interest	Monthly	7.97	8.25	8.81	7.99	7.66	6.59	6.38	7.02	5.96	6.61	9.00	9.00	91	108	
VAT recovery														0	730	
Money taken from reserves												470		470	1,390	
Ward contribution														0	0	
Other							356							0	0	
TOTAL CASH IN		7,014	8	9	8	8	7	6	7	6	7	479	9	7,568	9,234	
Transaction Cash flow		6,273	-569	-260	-59	-923	-422	-753	-414	-401	-520	-866	-574			
RESERVES																
Projected	8706.9													8,707	8,707	0
Grants & Projects - to be taken from reserves																
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
TOTAL IN RESERVES		8,707	0	0	0	0	0	0	0	0	0	0	0	8,707	8,707	0

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
												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							-70.20	Payroll Services for Months 01-06
16/04/2024	Mrs T Ryall-Harvey	15	150	1				-£143.34					-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				-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	1		-£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	30	157									£7.66	7.66	Bank Interest
19/08/2024	National Association of Local C	30	157	8		-£50.00							-60.00	Local Council Award Scheme Regi
25/08/2024	Mrs T Ryall-Harvey	30	157	1		-£269.04							-269.04	Clerk's Salary Tax Month 5
29/08/2024	HMRC PAYE	30	157	1		-£67.40							-67.40	PAYE Payment Tax Month 5
09/09/2024	Bank Interest	30	157									£6.59	6.59	Bank Interest
13/09/2024	ICO ZA190296 (DD)	30	157	8		-£35.00							-35.00	Data Protection Subscription
16/09/2024	Linux Internet	30	157	5			-£47.88						-57.46	Website Cloud Hosting for 12 Mo
25/09/2024	Mrs T Ryall-Harvey	30	157	1		-£269.24							-269.24	Clerk's Salary Tax Month 6
29/09/2024	HMRC PAYE	30	157	1		-£67.20							-67.20	PAYE Payment Tax Month 6
04/10/2024	One.com	30	157	5				-£132.87					-159.44	Annual Domain Fee
09/10/2024	Shires Accountancy	30	157	1		-£93.50							-112.20	Payroll Services for Months 7-12
09/10/2024	Bank Interest	30	157									£6.38	6.38	Bank Interest
22/10/2024	Mrs T Ryall-Harvey	30	157	1				-£147.03					-151.69	Clerk's Expenses
25/10/2024	Mrs T Ryall-Harvey	30	157	1		-£269.04							-269.04	Clerk's Salary Tax Month 7
28/10/2024	Cheshire West and Chester											£355.61	355.61	CIL Payment 2024
29/10/2024	HMRC PAYE	30	157	1		-£67.40							-67.40	PAYE Payment Tax Month 7
11/11/2024	Bank Interest											£7.02	7.02	Bank Interest
25/11/2024	Mrs T Ryall-Harvey					-£336.80							-336.80	Clerk's Salary Tax Month 8
29/11/2024	HMRC PAYE					-£84.20							-84.20	PAYE Payment Tax Month 8
04/12/2024	National Association of Local Councils					-£50.00							-60.00	Local Council Award Scheme Accr

Clotton Hoofield Parish Council

Bank Reconciliation to Cashbook 14th January 2025

Presented at Council Meeting - Tuesday 21st January 2025

Prepared

Balance shown on Cashbook	£11,016.77
Current Account	£3,230.58
Reserves Account	£7,786.19
Less: Uncleared payments	
TOTAL	£11,016.77
Reconciliation	Yes

TREASURERS ACCOUNT [REDACTED]
CLOTTON HOOFIELD PARISH COUNCIL

£ 3,230.58 Current balance

COMMERCIAL INSTANT ACCESS ACCOUNT [REDACTED]

£ 7,786.19 Balance

Income received since the last meeting

Date	Received From	Net Amount	VAT	Gross Amount	Comment
11/11/2024	Bank	£7.02	£0.00	£7.02	Bank Interest
09/12/2024	Bank	£5.96	£0.00	£5.96	Bank Interest
09/01/2025	Bank	£6.61	£0.00	£6.61	Bank Interest
28/10/2024	Cheshire West and C	£355.61	£0.00	£355.61	CIL Payment 2024

Payments made since the last meeting - for approval

Date	Payable to	Net Amount	VAT	Gross Amount	Comment
25/11/2024	Mrs T Ryall-Harvey	£336.80	£0.00	£336.80	Salary Tax Month 8
29/11/2024	HMRC PAYE	£84.20	£0.00	£84.20	HMRC Tax Month 8
04/12/2024	National Association	£50.00	£10.00	£60.00	Local Council Award Scheme Accreditation
24/12/2024	Mrs T Ryall-Harvey	£277.61	£0.00	£277.61	Salary Tax Month 9
29/12/2024	HMRC PAYE	£69.40	£0.00	£69.40	HMRC Tax Month 9

Payments not yet made - for approval

Date	Payable to	Net Amount	VAT	Gross Amount	Comment
	Mrs T Ryall-Harvey	£277.61	£0.00	£277.61	Salary Tax Month 10
	HMRC PAYE	£69.40	£0.00	£69.40	HMRC Tax Month 10
	Mrs T Ryall-Harvey	£187.53	£15.40	£202.93	Clerk's Expenses - including contribution to mobile phone, office allowance, training, stationery, mileage etc

BUDGET 2025-26

Clotton and Hoofield Parish Council		BUDGET 2025-26															
Budget Element	Calc. %	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	2025-26 Budget	2024-25 Predicted YE	2024-25 Budget	Variance
EXPENDITURE																	
People																	
Clerk & HMRC		354	354	354	354	354	354	354	402	372	372	372	372	4,368	4,123	4,120	248
Professional service																	
Insurance				289										289	241	750	-461
Internal Audit		50												50	48	50	0
Payroll Services		88					124							212	182	182	30
General Services																	
Website							60	175						235	217	175	60
Room Hire												60		60	60	60	0
Planter Maintenance		50					50							100	0	100	0
Admin & Expenses																	
CHALC Memberships		140												140	136	136	4
Other memberships (NALC/SLCC/Local Council's Direct)					60					50				110	110	132	-22
Data Protection fee							35							35	35	35	0
Admin			30				30			30				90	51	90	0
Post														0	0	0	0
Stationery		45		15				30		15				105	93	80	25
Office Allowance		60		60				60		60				240	220	224	16
Mileage		30		30				30		30				120	129	70	50
Training		50				50			50					150	146	150	0
Elections														0	0	0	0
Projects																	
Ad Hoc Beneficial Items (\$137)								25						25	170	150	-125
Community Event/Project				500										500	0	0	500
Planting of Wildflowers														0	0	940	-940
CIL Projects														0	0	920	-920
Street Furniture/Asset Maintenance							150							150	0	0	150
General Grants & Projects														0	0	500	-500
Inflation %	4.00%	29	21	26	38	9	10	40	18	15	22	15	17	260	0	233	27
Contingency % of above	1.50%	11	8	10	14	7	7	15	7	6	8	6	6	105	0	133	-28
TOTAL CASH OUT		769	551	678	1,012	480	496	1,053	476	392	588	392	456	7,343	5,961	9,230	-1,887
RECEIPTS																	
Precept		7,142												7,142	7,006	7,006	
Bank Interest		5	5	5	5	5	5	5	3	3	3	3	3	50	99	108	
VAT recovery		150												150	0	730	
Money taken from reserves														0	470	1,390	
Ward contribution														0	0	0	
TOTAL CASH IN		7,297	5	5	5	5	5	5	3	3	3	3	3	7,342	7,575	9,234	
Transaction Cash flow		6,528	-546	-673	-1,007	-475	-491	-1,048	-473	-389	-585	-389	-453				
RESERVES																	
Grants & Projects - to be taken from reserves																	
Election Reserves		2,500												2,500			2,500
Portion of Precept in Reserves		3,586												3,586			3,586
Defibrillator Installation in Clotton		1,000												1,000			1,000
Planting of Wildflowers		470												470			470
General Reserves		1,500												1,500			1,500
CIL Projects		920												920			920
TOTAL IN RESERVES		9,976	0	0	9,976		0										
Cash in Bank		16,106	15,561	14,887	13,881	13,405	12,915	11,867	11,393	11,004	10,419	10,030	9,577				



CLOTTON HOOFIELD PARISH COUNCIL

**STANDING ORDERS 2018 (ENGLAND)
— UPDATED APRIL 2022**

Adopted January 2025

Next Review Date – April 2026

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INTRODUCTION

This is version two of Model Standing Orders 2018 (England) updated on April 2022. Update to Model Standing Order 18 only.

How to use model standing orders

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a wide statutory framework. NALC model standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council's standing orders.

The model standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the council's Responsible Financial Officer. Model financial regulations are available to councils in membership of NALC.

Drafting notes

Model standing orders that are in bold type contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning. Model standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they may be adopted as drafted or amended to suit a council's needs. It is NALC's view that all model standing orders will generally be suitable for councils.

For convenience, the word "councillor" is used in model standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights.

A model standing order that includes brackets like this '()' requires information to be inserted by a council. A model standing order that includes brackets like this '[]' and the term 'OR' provides alternative options for a council to choose from when determining standing orders.

1. RULES OF DEBATE AT MEETINGS

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chair of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chair of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chair of the meeting, is expressed in writing to the chair.
- h A councillor may move an amendment to their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chair of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chair of the meeting.
- k One or more amendments may be discussed together if the chair of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chair of the meeting, a councillor may speak once in the debate on a motion except:

- i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since they last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which they considers has been breached or specify the other irregularity in the proceedings of the meeting they is concerned by.
- q A point of order shall be decided by the chair of the meeting and their decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
- i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 5 minutes without the consent of the chair of the meeting.

2. DISORDERLY CONDUCT AT MEETINGS

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chair of the meeting to moderate or improve their conduct, any councillor or the chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. MEETINGS GENERALLY

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless

- directed by the chair of the meeting.
- g Subject to standing order 3(f), a member of the public shall not speak for more than 3 minutes.
 - h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.
 - i A person shall raise their hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The chair of the meeting may at any time permit a person to be seated when speaking.
 - j A person who speaks at a meeting shall direct their comments to the chair of the meeting.
 - k Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.
 - l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
 - m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
 - n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
 - o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Vice-Chair of the Council (if there is one).**
 - p **The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
 - q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
 - r **The chair of a meeting may give an original vote on any matter put to**

- **the vote, and in the case of an equality of votes may exercise their**
- **casting vote whether or not they gave an original vote.**

See standing orders 5(h) and (i) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.

- s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.

t The minutes of a meeting shall include an accurate record of the following:

- i. the time and place of the meeting;
- ii. the names of councillors who are present and the names of councillors who are absent;
- iii. interests that have been declared by councillors and non-councillors with voting rights;
- iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
- v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
- vi. if there was a public participation session; and
- vii. the resolutions made.

- u **A councillor or a non-councillor with voting rights who has a**
- **disclosable pecuniary interest or another interest as set out in the**
- **Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter.**

- v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.

- w **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.

x A meeting shall not exceed a period of 3 hours.

4. COMMITTEES AND SUB-COMMITTEES

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer () days before the meeting that they are unable to attend;
 - vi. shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
 - ix. shall determine if the public may participate at a meeting of a committee;
 - x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;

- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. may dissolve a committee or a sub-committee.

5. ORDINARY COUNCIL MEETINGS

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in April/May as the Council decides.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.**
- f **The Chair of the Council, unless they has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.**
- g **The Vice-Chair of the Council, if there is one, unless they resigns or becomes disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Chair of the Council has been re-elected as a member of the Council, they shall preside at the annual meeting until a new Chair of the Council has been elected. They may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.**
- j Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:
 - i. **In an election year, delivery by the Chair of the Council and**

councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date;

- ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
- iii. Receipt of the minutes of the last meeting of a committee;
- iv. Consideration of the recommendations made by a committee;
- v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
- vi. Review of the terms of reference for committees;
- vii. Appointment of members to existing committees;
- viii. Appointment of any new committees in accordance with standing order 4;
- ix. Review and adoption of appropriate standing orders and financial regulations;
- x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
- xi. Review of representation on or work with external bodies and arrangements for reporting back;
- xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- xiii. Review of inventory of land and other assets including buildings and office equipment;
- xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xv. Review of the Council's and/or staff subscriptions to other bodies;
- xvi. Review of the Council's complaints procedure;
- xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xviii. Review of the Council's policy for dealing with the press/media;
- xix. Review of the Council's employment policies and procedures;

- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

- a **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The chair of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
- d If the chair of a committee [or a sub-committee] does not call an extraordinary meeting within 7 days of having been requested to do so by 2 members of the committee [or the sub-committee], any 2 members of the committee [or the sub-committee] may convene an extraordinary meeting of the committee [or a sub-committee].

7. PREVIOUS RESOLUTIONS

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 2 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. VOTING ON APPOINTMENTS

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chair of the meeting.

MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 7 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 7 clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

9. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;

- iv. to refer a motion to a particular committee or sub-committee;
- v. to appoint a person to preside at a meeting;
- vi. to change the order of business on the agenda;
- vii. to proceed to the next business on the agenda;
- viii. to require a written report;
- ix. to appoint a committee or sub-committee and their members;
- x. to extend the time limits for speaking;
- xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
- xii. to not hear further from a councillor or a member of the public;
- xiii. to exclude a councillor or member of the public for disorderly conduct;
- xiv. to temporarily suspend the meeting;
- xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xvi. to adjourn the meeting; or
- xvii. to close the meeting.

10. MANAGEMENT OF INFORMATION

See also standing order 20.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**

- d **Councillors, staff, the Council’s contractors and agents shall not disclose confidential information or personal data without legal justification.**

11. DRAFT MINUTES

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The chair of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
- e **If the Council’s gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

12. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of

conduct adopted by the Council.

- b Unless they has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they has a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they had the interest.
- c Unless they has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they has another interest if so required by the Council's code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by a meeting of the Council, or committee or sub-committee for which the dispensation is required and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required.
- h **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
 - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
 - ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
 - iii. **it is otherwise appropriate to grant a dispensation.**

13. CODE OF CONDUCT COMPLAINTS

- a Upon notification by the District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of Council of this fact, and the Chair shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).
- c The Council may:
 - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d **Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

14. PROPER OFFICER

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:

- i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
- **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
 - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least () days before the meeting confirming their withdrawal of it;
- iii. **convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office;**
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;

- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
(*see also standing order 23*);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Council to the [Chair or in their absence the Vice-Chair (if there is one) of the Council] OR [Chair or in their absence Vice-Chair (if there is one) of the () Committee] within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of [the Council] OR [() committee];
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
(*see also standing order 23*).

15. RESPONSIBLE FINANCIAL OFFICER

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

16. ACCOUNTS AND ACCOUNTING STATEMENTS

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a

statement to summarise:

- i. the Council's receipts and payments (or income and expenditure) for each quarter;
 - ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
 - iii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
- i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

17. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and

- v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds referred to in standing order 18(f) is subject to the “light touch” arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).**
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council’s specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council’s written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC’s procurement guidance contains further details.**

18. HANDLING STAFF MATTERS

- a A matter personal to a member of staff that is being considered by a meeting of Council is subject to standing order 11.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chair of the Council or, if they are not available, the vice-chair (if there is one) of the Council of absence occasioned by illness or other reason and that person shall report such absence to the Council at its next meeting.
- c The chair of Council or in their absence, the vice-chair shall upon a resolution conduct a review of the performance and annual appraisal of the work of the member of staff's job title. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the Council.
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chair of the Council or in their absence, the vice-chair of the Council in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Council.
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by [the member of staff's job title] relates to the chair or vice-chair of the Council, this shall be communicated to another member of the Council, which shall be reported back and progressed by resolution of the Council.
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

19. RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 21.

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b **The Council shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015.**

20. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).

See also standing order 11.

- a The Council may appoint a Data Protection Officer.
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

21. RELATIONS WITH THE PRESS/MEDIA

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

22. EXECUTION AND SEALING OF LEGAL DEEDS

See also standing orders 15(b)(xii) and (xvii).

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

23. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council OR Unitary Council representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council OR Unitary Council shall be sent to the ward councillor(s) representing the area of the Council.

24. RESTRICTIONS ON COUNCILLOR ACTIVITIES

- a. Unless duly authorised no councillor shall:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

25. STANDING ORDERS GENERALLY

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least () councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.

CLOTTON HOOFIELD PARISH COUNCIL



Complaints Procedure

Adopted: January 2025

Introduction

Clotton Hoofield Parish Council is not subject to the jurisdiction of the Local Government Ombudsman and has adopted this policy to give clarity to the public to ensure complaints are properly and fully considered.

Before making a complaint, it is advisable to check that the council is, indeed, the "Responsible Body" to handle your complaint, the below table is designed to provide guidance further information can be obtained from the Clerk to the Council.

Nature of Complaint	Who to Complain to	Procedure
Conduct of Council Employee	Chairman	Follow below procedure Council's Disciplinary Policy
Conduct of Councillor	CW&C Monitoring Officer	Contact CW&C ¹
Criminal Activity	Police	Determined by Police
Financial Irregularity	Clerk to the Council Chairman External Auditor	Follow below procedure Electors have the right to question or object to the Council's accounting records – written notice to be sent to the External Auditor ² and copy to Council.
Parish Council • Processes • Procedures • Services	Clerk to the Council Chairman	Follow below procedure

All other complaints should be addressed to the Parish Clerk, including those listed below: -

A failure to fulfil a duty

A failure to carry out an action in an appropriate way Acted in an unfair or unreasonable manner Discriminated against section of the community

Should the complaint be in regard to the Clerk, it should be addressed to the Council Chairman.

In all cases the Parish Council will acknowledge receipt of the complaint in 7 working days and will seek to provide a full response within 21 working days, if this is not possible the Council will notify the complainant of this and the reason as soon as is possible.

¹ Visit <https://www.cheshirewestandchester.gov.uk/residents/contact-us/complaints-and-feedback/complaints-about-councillors/complaints-about-councillors.aspx>

² PKF Littlejohn LLP (Ref: SBA Team), 15 Westferry Circus, Canary Wharf, London E14 4HD, sba@pkf-littlejohn.com

Procedures

1. Tell us about your concern

Write, phone, email, or fax The Clerk. Full contact details can be found at the bottom of this sheet

Please be as precise as possible about your concern and we shall try to deal with it straight away.

The Clerk may need to look into the matter further before giving you a response and in the majority of cases we shall be able to resolve your concern within 10 working days. If for any reason we are unable to give you an explanation in that time, we shall contact you to let you know the reason why and when you can expect to hear from us.

2. Still not satisfied?

If you are not happy about how the Clerk has dealt with your concern, please address your complaint to the Chairman of the Council.

Wherever possible you should receive a written response to your complaint within 15 working days.

A complaint is taken very seriously. Every effort will be made to ensure that you are satisfied with the result you achieve through this process.

3. Full Council

If the Chairman has been involved but has not been able to provide a satisfactory solution, the full Council can be asked to look at your concern.

A letter to the Chairman is all that is needed. You then have an opportunity to discuss your concern with the full council membership, which will review all the steps taken to date and recommend any further action thought to be necessary.

Clerk –	Trudy Ryall-Harvey 76 Oaklea Avenue Hoole Chester CH2 3RE	07784 486 767 Clerk.clottonhoofieldpc@gmail.com
Chairman –	Charles Kinsey	charles@kinseyfarming.co.uk
Monitoring Officer	Monitoring Officer, Cheshire West and Chester Borough Council, 4 Civic Way, Ellesmere Port, CH65 0BE. Email: cwacmonitoringofficer@cheshirewestandchester.gov.uk	

Costs Split Between PC's

	Date	Total Cost	PC1	PC2	PC3	Clotton Hoofield	PC4
Training							
Commenting Effectively on Planning Applications	13th January 2025	£36.00	£18.00	£18.00			
What to do if you Consider a Bad / Unlawful Planning Decision has k	15th January 2025	£36.00	£18.00	£18.00		£7.20	
Managing Closed Churchyards	10th February 2025	£54.00	£27.00	£27.00		£10.80	
An Introduction to Planning Obligations	17th February 2025	£36.00	£18.00	£18.00		£7.20	
Reforms to the National Planning Policy Framework in England: What Clerks Need to Know	18th March 2025	£36.00	£18.00	£18.00		£7.20	
Civility and Respect Training							
Civility and Respect: Personal Resilience and Self-Protection	18th March 2025	£36.00	£18.00	£18.00		£7.20	
Civility and Respect: What Makes People Become Challenging?	25th March 2025	£36.00	£18.00	£18.00		£7.20	
Civility and Respect: Uncovering the Issues for the Public Sector	11th March 2025	£36.00	£18.00	£18.00		£7.20	
Conference							
SLCC Staff Conference	Sep-25	£45.00	£15.00	£15.00	£15.00	£9.00	
SLCC Themed Summits							
Subjects not released yet							
4 x Themed Summits	Feb/ May/ Jul/ Dec	£288.00	£72.00	£72.00	£72.00	£57.60	
Total Training Costs		£639.00				£127.80	

ChALC Virtual Training Schedule 2025

For the calendar of dates and details of individual session outlines please scroll down this document

Programme Details:

To support councils' development needs, ChALC aims to provide a rolling programme of our core training offer throughout the year. Set out on the pages below is the schedule calendar for 2025 listing the session name, dates, times and length of session. Course details can be found below the calendar.

The session length is only an indication of the time as delegates are encouraged to ask questions and engage so sometimes a session may overrun (and sometimes it may be a little shorter).

Please note that from time to time we will ask external trainers to provide ad hoc sessions for ChALC on more specific subjects to enhance the learning offer. **These will be listed, and the schedule updated, as they become available.** The schedule also includes some national training offers.

Providers and relevant course dates are colour coded as follows: -

Trainer	Session Cost	Trainer	Session Cost	Trainer	Session Cost
ChALC	£25 member £40 non-member	Parkinson Partnership	£35 member £50 non-member	ChALC Briefings	Members - FREE £15 non-member
David Kaiserman	£35 member £50 non-member	Trainer Breakthrough Communications	£30 member £45 non-member	Trainer	Session Cost

N.B. All sessions listed will be VIRTUAL unless specified. Please check course availability and make a booking by contacting sharonangus-crawshaw@chalc.org.uk or nikkiroberts@chalc.org.uk

Cancellation Policy - if you find yourself unable to attend any session please contact Nikkiroberts@chalc.org.uk or sharonangus-crawshaw@chalc.org.uk immediately. Bookings cancelled with less than 48 hours notice or 'no shows' will be charged at the full price advertised. Extenuating circumstances will be considered but must be advised as soon as possible.

CHALC TRAINING CALENDAR 2025

JANUARY			FEBRUARY			MARCH		
Date	Time	Session	Date	Time	Session	Date	Time	Session
16 th	10.00am – 12.00pm	Induction for councillors and clerks	11 th	6.30pm – 8.30pm	Roles and Responsibilities	4 th	6.30pm – 8.30pm	Meetings and Procedures
21 st	6.30pm – 8.30pm	Induction for councillors and clerks	13 th	1.00pm – 3.00pm	Roles and Responsibilities	6 th	10.00am – 12.00pm	Meetings and Procedures
APRIL			MAY			JUNE (TBC)		
Date	Time	Session	Date	Time	Session	Date	Time	Session
15 th	6.30pm – 8.30pm	Chairmanship	6 th	6.30pm – 8.30pm	CEC Code of Conduct			
17 th	1.00pm – 3.00pm	Chairmanship	20 th	6.30pm – 8.30pm	CW&C Code of Conduct			
JULY			AUGUST (TBC)			SEPTEMBER		
Date	Time	Session	Date	Time	Session	Date	Time	Session
22 nd	6.30pm – 8.30pm	Induction for councillors and clerks				16 th	6.30pm – 8.30pm	Roles and Responsibilities
24 th	1.00pm – 3.00pm	Induction for councillors and clerks				18 th	10.00am – 12.00pm	Roles and Responsibilities
OCTOBER			NOVEMBER			DECEMBER		
Date	Time	Session	Date	Time	Session	Date	Time	Session
7 th	6.30pm – 8.30pm	Meetings and Procedures	4 th	6.30pm – 8.30pm	CEC Code of Conduct	9 th	6.30pm – 8.30pm	Chairmanship
9 th	1.00pm – 3.00pm	Meetings and Procedures	18 th	6.30pm – 8.30pm	CW&C Code of Conduct	11 th	10.00am – 12.00pm	Chairmanship

External Provider TRAINING OFFERS 2025 - BOOKED THROUGH CHALC

JANUARY			FEBRUARY			MARCH		
Date	Time	Session	Date	Time	Session	Date	Time	Session
15 th	10.00am – 11.30am	The Role of Internal Audit	4 th	10.00am – 11.30am	VAT Partial Exemption	4 th	10.00am – 11.30am	Finance for Councillors
16 th	10.00am – 11.30am	Introduction to VAT	11 th	10.00am – 11.30am	VAT for Registered Councils	5 th	10.00am – 11.30am	The Role of Internal Audit
21 st	10.00am – 11.30am	Procurement Act 2023	13 th	10.00am – 11.30am	Year End & Audit - Councils over £25,000	6 th	10.00am – 11.30am	Year End & Transparency – Councils under £25,000
22 nd	10.00am – 11.30am	Internal Controls	18 th	10.00am – 11.30am	Introduction to VAT	11 th	10.00am – 11.30am	Year End & Audit -Councils over £25,000
23 rd	10.00am – 11.30am	Finance for Councillors	19 th	10.00am – 11.30am	Internal Controls	13 th	10.00am – 11.30am	Income & Expenditure Accounts (for larger councils)
28 th	10.00am – 11.30am	New Clerks Finance (plus a second course FREE after you attend)	25 th	10.00am – 11.30am	Year End & Audit - Councils over £25,000	18 th	10.00am – 11.30am	Year End & Transparency – Councils under £25,000
30 th	6.30pm – 8.00pm	Finance for Councillors	27 th	10.00am – 11.30am	Procurement Act 2023	20 th	10.00am – 11.30am	Year End & Audit -Councils over £25,000
								
			25 th	10.00am – 11.30am	Income & Expenditure Accounts (for larger councils)	25 th	10.00am – 11.30am	Income & Expenditure Accounts (for larger councils)
			26 th	10.00am – 11.30am	New Clerks Finance (plus a second course FREE after you attend)	26 th	10.00am – 11.30am	New Clerks Finance (plus a second course FREE after you attend)

APRIL			MAY			JUNE		
Date	Time	Session	Date	Time	Session	Date	Time	Session
2 nd	10.00am – 11.30am	Internal Controls	1 st	10.00am – 11.30am	VAT for Registered Councils	3 rd	10.00am – 11.30am	Finance for Councillors
22 nd	10.00am – 11.30am	Procurement Act 2023	8 th	10.00am – 11.30am	New Clerks Finance (plus a second course FREE after you attend)	5 th	10.00am – 11.30am	Introduction to VAT
24 th	10.00am – 11.30am	Finance for Councillors	28 th	10.00am – 11.30am	Internal Controls	12 th	10.00am – 11.30am	Procurement Act 2023
29 th	10.00am – 11.30am	Introduction to VAT				17 th	10.00am – 11.30am	New Clerks Finance (plus a second course FREE after you attend)
								
						19 th	10.00am – 11.30am	VAT Partial Exemption
						24 th	10.00am – 11.30am	VAT for registered councils

Please book any Parkinson Partnership sessions with nikkiroberts@chalc.org.uk

Issues raised with CWaC

Last Updated 14-01-2025

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
13/03/2024	HW595168353	Rode Street	Highway maintenance - Pothole	Road Damage on A51	Our investigation has been completed and work has been scheduled. Work is prioritised according to risk.
14/04/2024	HW605639698	Corkscrew Lane/Hoofield Lane	Highway maintenance - Pothole	Pot holes in road	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	Completed.
19/05/2024	HW607322021	High Street, Clotton	Sign - Sign Damaged	Speed Limit sign obscured	Completed.
20/05/2024	HW616026834	High Street, Clotton	Sign - Sign Damaged	Speed Limit sign obscured	Completed.
10/06/2024	HW621542543	Hoofield Lane	Road Closure Signs	Road Closure signs need collecting from Hoofield Lane	Completed.
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.	No action required
30/09/2024	HW650906990	Burton Road	Highway maintenance - Flooding	Flooding across Road.	
16/10/2024	HW655243445	Corkscrew Lane	Highway maintenance - Flooding	Flooding across Road.	

08/12/2024	HW668767322	Corkscrew Lane	Highway maintenance - Flooding	Flooding across Road.	19-12-2024 - Initial Assessment Undertaken
10/12/2024	HW669485098	Corkscrew Lane	Tree - Debris on Road	Tree fallen on Corkscrew Lane	16-12-2024 - Cleared