

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 21st July 2025 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
15/07/2025

clerk@clottonhoofieldparishcouncil.co.uk 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	<ol style="list-style-type: none"> 1. Cheshire West and Chester Local Plan Consultation – to agree how the Parish Council wishes to respond. 2. Let’s talk about Transport in Cheshire West and Chester consultation – to agree how the Parish Council wishes to respond. 3. Sanctuary Housing Lighting Repair – to receive a verbal report on conversations from residents and Sanctuary Housing over the repair of a street light. 4. CWaC - housing site options for local plan just released – to note this information received and agree any actions needed. 5. Aphra Brandreth MP and Cllr Tom Cooper – Safer Roads Survey Results – to note the information provided 6. Any other correspondence received following Agenda being circulated. 	Chair Chair GB Chair Chair Clerk
6.	MINUTES	To approve the minutes of the Parish Council meeting held on 22 nd April 25.	Chair
7.	ACTIONS	To note actions list and receive verbal updates on any items not otherwise on the agenda.	Chair
8.	PLANNING	To note planning applications as listed on the planning register, including comments submitted since the last meeting and enforcement matters.	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 purchase of a Poppy Wreath for Remembrance Sunday. 4. To approve Income and Payments since last meeting. 	Clerk Clerk Clerk Clerk
10.	PARISH COUNCIL MATTERS	<ol style="list-style-type: none"> 1. To agree to the adoption of the amended policies that have been circulated between meetings:- <ul style="list-style-type: none"> - Standing Orders - Disciplinary Procedures - Grievance Policy & Procedures 2. To agree to the adoption of the following policies circulated between meetings:- <ul style="list-style-type: none"> - Anti-Harassment and Bullying Policy - Staff Absence Policy 	Chair Chair

		<ul style="list-style-type: none"> - Information Technology Policy <p>3. To receive recommendations from the Clerk on the moving away from a gmail.com email address for the Parish Council as recommended by the Internal Auditor.</p>	Clerk
11.	CWaC	<p>1. To receive a verbal report on any areas of concern that have been reported since the last meeting to Cheshire West and Chester Council.</p> <p>2. To receive a verbal report following the attendance at the CWaC Town and Parish Conference on 16th July.</p>	ALL JN/RR
	DATE OF NEXT MEETING	The next meeting is scheduled to take place on Monday 20 th October 2025 at 7.pm in Duddon, Clotton and District Memorial Hall.	

From: clerk.clottonhoofieldpc@gmail.com
Sent: 09 July 2025 13:33
To: Charles Kinsey; 'David-J Roberts'; Geoffrey Bibby; Jane Nicholas; Richard Owen Roberts
Subject: FW: Cheshire West and Chester Local Plan issues and options (Regulation 18) consultation
Attachments: I&O Reg 18 cover_poster_02.07.2025.pdf

Dear Parish Councillor,

Cheshire West and Chester Council is consulting on issues and options for a new Local Plan, that will update and replace all policies in the current Local Plan (Part One) and Local Plan (Part Two).

The consultation will run for **eight weeks** beginning on **Friday 4 July** and ending at **23:59 on Friday 29 August 2025**.

We attach a poster which provides information and a QR code for residents to scan to find more information. If you are able to print a few copies and display on noticeboards locally we would be most grateful.

The new Local Plan will identify how much development is required in Cheshire West, including for housing, retail and employment uses and the plan will need to allocate sites to deliver the development needed.

This consultation is the first formal stage of producing a new Local Plan, and we are seeking views on how and where to accommodate new development, including identifying potential growth areas around settlements. The consultation sets out possible policy approaches across a range of subject areas including transport, protection of the environment and infrastructure.

We are also seeking views on supporting documents including a Sustainability Appraisal (SA); and a Habitats Regulations Assessment (HRA).

To view all documents and supporting information and submit your comments online, visit:
<https://www.cheshirewestandchester.gov.uk/localplan>

The easiest way to respond to the consultation is online. The consultation portal will guide you through the consultation, providing an opportunity to comment on each policy area that you are interested in, and make it quicker and easier for us to analyse and respond to your comments.

Alternatively, if you want to respond by email or post, please send your comments to:

- Email – planningpolicy@cheshirewestandchester.gov.uk
- Post – Planning Policy, Cheshire West and Chester Council, The Portal, Wellington Road, Ellesmere Port, CH65 0BA

If responding by email or post, please ensure that you include your name and contact details, organisation (where relevant) and which chapter, policy approach or section you are commenting on (including the question number, policy reference and/or paragraph).

The consultation documents are also available to view during normal working hours at

- The Portal, Wellington Rd, Ellesmere Port CH65 0BA
- Storyhouse, Hunter Street, Chester CH1 2AR
- Northwich Memorial Court, Chester Way, Northwich CW9 5QJ
- Wyvern House, The Drummer, Winsford CW7 1AH

- The Council’s mobile library – for more information, please see:
<https://www.cheshirewestandchester.gov.uk/residents/libraries/find-a-library/mobile-library-service>

A series of face to face and virtual drop-in sessions will be held during the consultation period, where officers will be available to answer questions and help you respond to the consultation. Details of these events will be published on our Local Plan webpages in due course.

For further information on any aspect of the consultation, please get in touch with us by calling 0300 123 8123 quoting ‘Local Plan 2025’ or replying to this email.

I look forward to receiving your comments about the Plan.

Yours faithfully

Rob Charnley
Head of Planning and Place Making

Planning Policy Team
 Planning and Place Making
Cheshire West and Chester Council
 Email: planningpolicy@cheshirewestandchester.gov.uk
 Visit: <https://www.cheshirewestandchester.gov.uk/>
 Consultation Portal: <https://consult.cheshirewestandchester.gov.uk/kse>



Disclaimer:

If you are not the intended recipient of this email (and any attachment), please inform the sender by return email and destroy all copies. Unauthorised access, use, disclosure, storage or copying is not permitted.

The views expressed by the author do not necessarily reflect the views or policies of Cheshire West and Chester Borough Council. The Council cannot guarantee that this message or any attachment is virus free or has not been intercepted and amended. You should perform your own virus checks. Cheshire West and Chester Borough Council may monitor emails and as a public sector organisation; the Council may disclose this email (or any response to it) under the Freedom of Information Act 2000.

Contracts cannot be concluded with the Council nor service effected by email, unless otherwise expressly agreed. The contents of this e-mail may be subject to privilege.

From: clerk.clottonhoofieldpc@gmail.com
Sent: 23 June 2025 13:33
To: Charles Kinsey; 'David-J Roberts'; Geoffrey Bibby; Jane Nicholas; Richard Owen Roberts
Subject: FW: LET'S TALK ABOUT TRANSPORT IN CHESHIRE WEST AND CHESTER - CONSULTATION LAUNCHED



We're creating a new Local Transport Plan – and we want to make sure it works for everyone

How we get around affects all our lives. Whether it's bus, train, car, walking, cycling, wheeling and so on. Transport helps us get to work, school, shops and services. It connects our communities, friends, families, customers, services and suppliers. But in too many places across the borough, it isn't working as it should. It needs to change.

This plan sets out our long-term approach to transport across the borough. It's about making transport fairer, greener, safer and more joined up.

We've already heard from over a thousand people about the biggest challenges and priorities for transport across the borough through our early engagement. This has shaped the first part of a new Local Transport Plan, which we're calling a Core Strategy.

We want to know if you think we've got this right. Share your views to shape the future of local transport.

What feels right? What needs changing? What have we missed? This is a conversation, and your views really do shape what happens next.

Closing date: 17 August 2025

For more information and to take part, please visit our consultation hub:
www.cheshirewestandchester.gov.uk/LTP4

We're keen to make sure that as many people as possible have the opportunity to respond to our consultation and we'd really appreciate your help in sharing this information with your partners and networks.

There are several ways you can share your views:

- Taking part in our online survey or ideas board at www.cheshirewestandchester.gov.uk/LTP4
- Email your views to: LTP4@cheshirewestandchester.gov.uk

- Come and talk to the Council’s Transport Team at one of our drop-in sessions. A list of these can be found [here](#).
- Write to us at: Let’s Talk about Transport, Insight and Intelligence, Cheshire West and Chester Council, The Portal, Wellington Road, Ellesmere Port, CH65 0BA
- Telephone: 0300 123 8123 quoting ‘Local Transport Plan’ and let us know your thoughts

Paper and Easy Read versions as well as alternative formats of the consultation materials and survey are available on request using the details above.

Jack Hubert-Mayhew

BA(Hons) MSc MCIHT MTPS

Principal Transport Planner (Policy)

Cheshire West and Chester Council

Visit: www.cheshirewestandchester.gov.uk

 Play your part towards a **Stronger Future**



INVESTORS
IN PEOPLE

Gold



Cheshire West
and Chester



Disclaimer:

If you are not the intended recipient of this email (and any attachment), please inform the sender by return email and destroy all copies. Unauthorised access, use, disclosure, storage or copying is not permitted.

The views expressed by the author do not necessarily reflect the views or policies of Cheshire West and Chester Borough Council. The Council cannot guarantee that this message or any attachment is virus free or has not been intercepted and amended. You should perform your own virus checks. Cheshire West and Chester Borough Council may monitor emails and as a public sector organisation; the Council may disclose this email (or any response to it) under the Freedom of Information Act 2000.

Contracts cannot be concluded with the Council nor service effected by email, unless otherwise expressly agreed. The contents of this e-mail may be subject to privilege.

From: clerk.clottonhoofieldpc@gmail.com
Sent: 09 June 2025 10:42
To: Charles Kinsey; David-J Roberts; Geoffrey Bibby; Jane Nicholas; Richard Owen Roberts
Subject: FW: CWaC - housing site options for local plan just released

Last week Chester West and Chester released an **Issues and Options paper** for their new Local Plan. This document is available through the agenda for their next meeting and proposed three draft spatial strategy options for new housing and employment development across the area. The reports are available here:

- [Report](#)
- [Appendix 1, site maps](#)

The three scenarios include sites in:

- Chester, Ellesmere Port, Northwich, Winsford
- Cuddington & Sandiway, Farndon, Frodsham, Helsby, Kelsall, Malpas, Newton and Parkgate, Tarporley, Tarvin, Tattenhall
- Acton Bridge, Capenhurst, Delamere, Elton Green, Hooton, Lostock Gralam, Mouldsworth

In some cases the proposed sites are in neighbouring parishes to the settlements named.

I know we spoke to Councillors and Clerks from many of these parishes at ONH's Neighbourhood Plan: What Next? Event in Tarvin on Tuesday and there were a number of concerns about the housing delivery test, five year housing land supply and what may be proposed in the Local Plan.

At this session we discussed taking a parish specific **settlement spatial plan** approach – this involves looking at all of the land that has come forward in the area (not just those highlighted in the CWaC document published today) and considering what the impact there would be on the existing settlement if these sites came forward, and the town or village expanded in that way. This process provides evidence about the best growth options for each town and village that can be used in Local Plan representations, negotiations with developers, planning applications, neighbourhood plans etc.

We believe that parishes with sites identified in the report would particularly benefit from taking part in a Settlement Spatial Plan *before the end* of the regulation 18 consultation, as this will allow them to submit informed and evidenced preferences (and if necessary, objections) to CWaC.

ONH: Planning for Good is a planning consultancy that specialises in working with communities at the town and parish council level to achieve their planning goals, including strong and effective neighbourhood planning, support with representation to Planning Authorities in relation to Local Plans, planning applications etc.

If you would like to speak to us about a Settlement Spatial Plan or any other project, please do get in touch with us at ONH.

Kind regards,

Louise

Louise Stubbs BA (Hons) CiLCA



Aphra Brandreth MP & Cllr Tom Cooper

Safer roads. Better crossings.
Protecting local children.

Dear Delyth,

I am writing to bring to your attention the concerns raised by numerous residents from Duddon and Clotton regarding road safety, excessive speeds, and noise caused by HGVs along the A51. In response to these concerns, we have conducted a survey to gather the views of local residents and families at Duddon St Peter's Primary School on this stretch of road.

The key issues raised include:

- The safety of children around the school area.
- Noise and vibration from lorries.
- The urgent need for a safe pedestrian crossing.
- Excessive speeding and the potential for a fixed speed camera.
- Overgrown greenery making pavements difficult to use.

In light of these concerns, we respectfully request your guidance on the following actions:

1. Following the recent amendment at Budget Council to reduce speed limits outside all schools in Cheshire West and Chester, could you please advise on the next steps for implementing this change at Duddon Primary School?
2. Would the council consider installing a traffic island to facilitate safe crossing near the primary school?
3. Would the council consider installing railings on the pavement outside the school?
4. Would the installation of a fixed speed camera be considered, particularly to deter speeding at night?
5. Would the installation of a speed indication device be considered?
6. Could the council consider imposing a weight limit on vehicles to mitigate the noise and vibration caused by lorries?

We have included the data collected from the survey responses below for your further consideration.

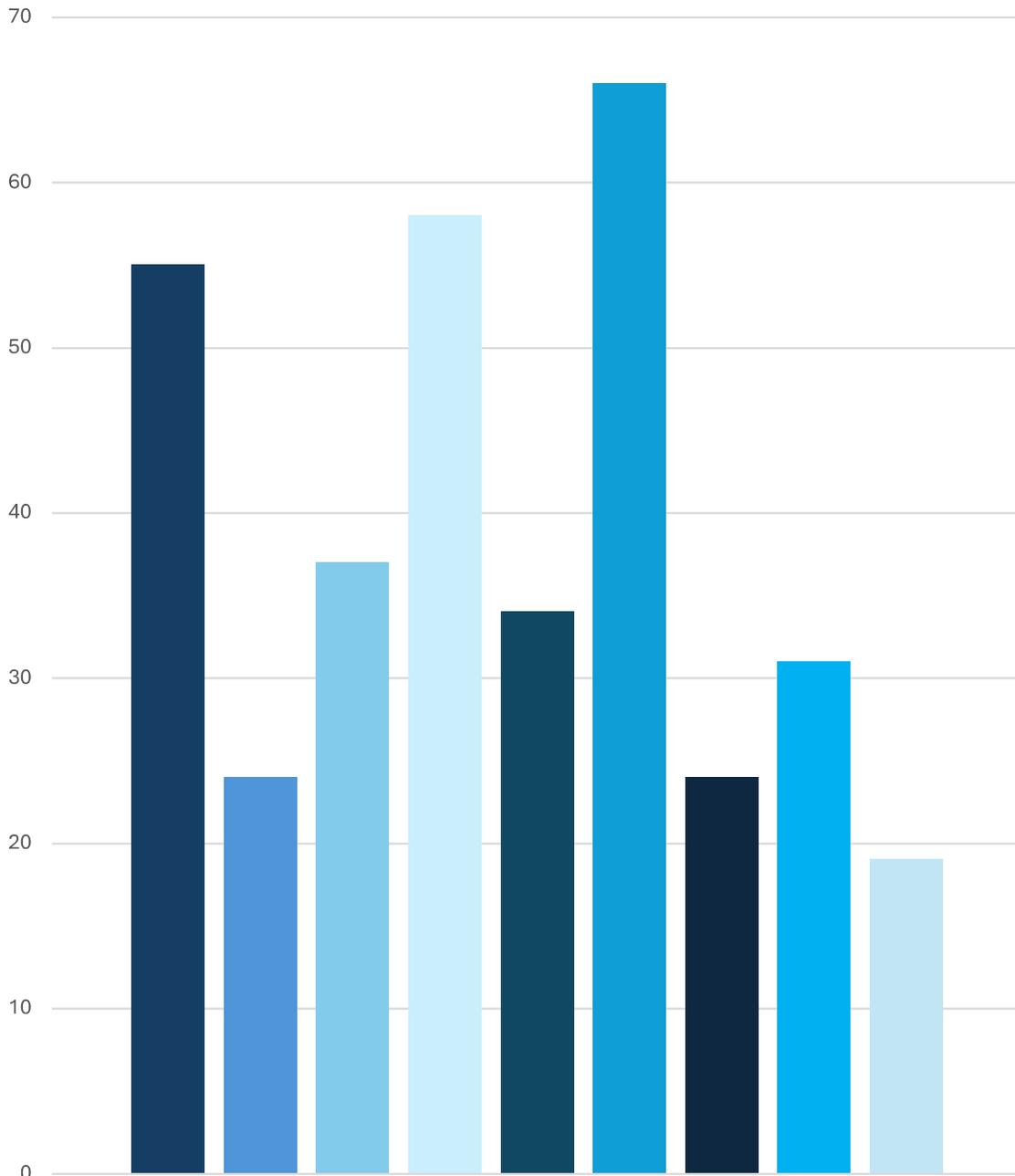
We trust that these matters will be reviewed at your earliest convenience, and we look forward to your response outlining potential steps forward. Please do not hesitate to contact us should you require any additional information or clarification.

Thank you for your attention to this important matter.

Aphra & Tom

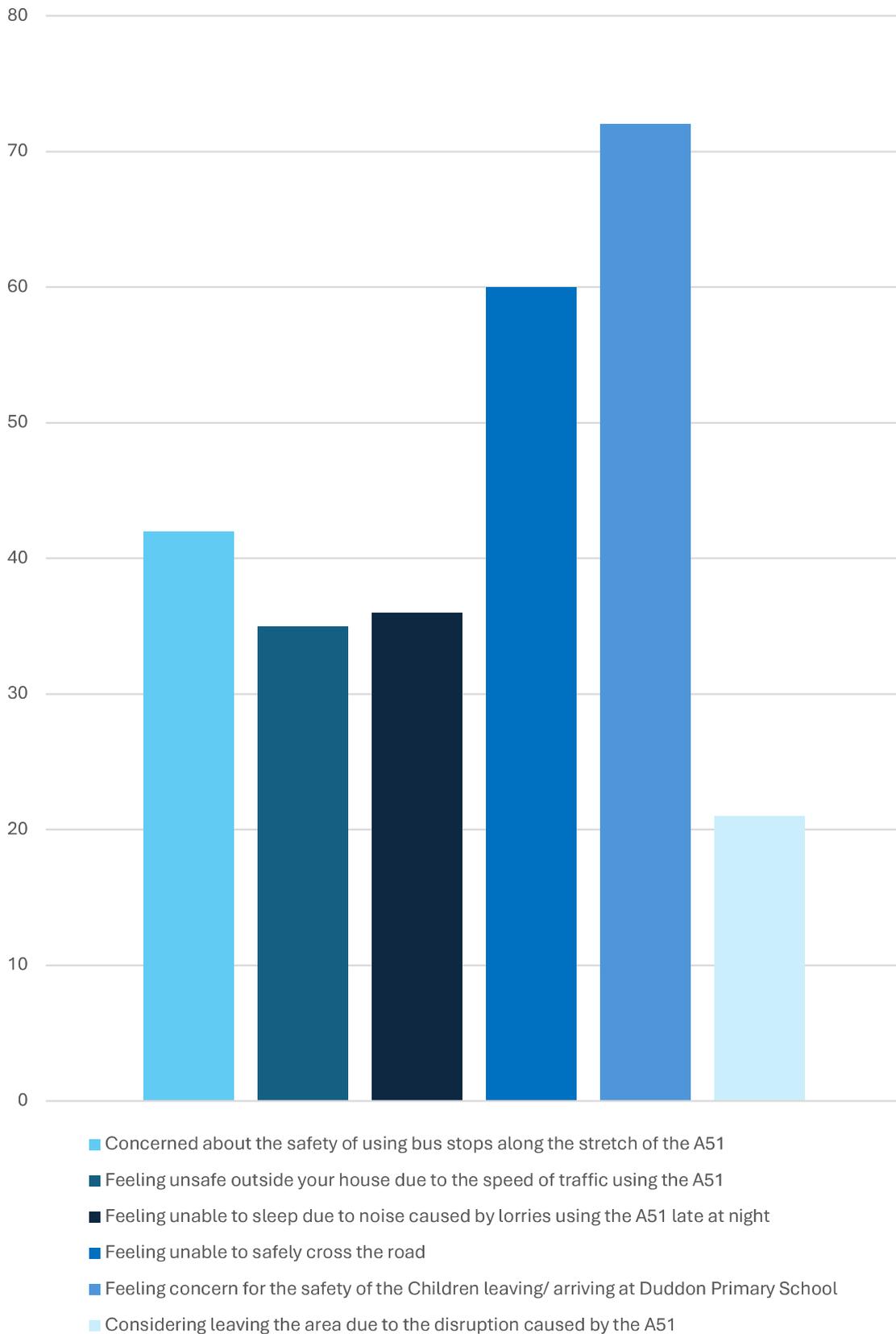
Aphra Brandreth, MP for Chester South and Eddisbury
Tom Cooper, CWaC Councillor for Tarvin and Kelsall

Would you support the following?



- A speed indication device alerting drivers to their speed
- A set of Traffic lights to stop traffic completely
- Re-routing lorries away from the A51
- Hand railings along the pavement, especially around Duddon Primary School
- A traffic island to enable easier road crossing
- A permanent fixed speed camera
- Greater police presence with a speed-gun
- A reduction in the speed limit
- A standardised speed limit

Have you been negatively impacted by any of the following?



ANNUAL (FIRST) MEETING OF CLOTTON HOOFIELD PARISH COUNCIL

Tuesday 22nd April 2025 followed directly after the Parish Meeting
which started at 7.00pm
at Duddon, Clotton and District Memorial Hall

MINUTES

PRESENT

Cllr G Bibby, Cllr C Kinsey (Chair), Cllr D Roberts, Cllr R Roberts, Cllr J Nicholas.
Cllr T Cooper (Ward Councillor)
Clerk: Mrs T Ryall-Harvey
Public – 0

ELECTION OF CHAIR AND VICE-CHAIR

RESOLVED 25/001: that Cllr Kinsey be elected as Chair for 2025-26 – nominated by Cllr Bibby seconded by Cllr Nicholas

RESOLVED 25/002: that Cllr Nicholas be elected as Vice-Chair for 2024-25 - – nominated by Cllr Bibby seconded by Cllr Roberts

RESOLVED 25/003: that the Acceptances of Office were signed.

APOLOGIES – No apologies were received.

PARISH COUNCIL VACANCIES

Following the uncontested election on 4th May 2023 and there currently remained 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

Tom Cooper reported upon the recent residents traffic survey he and Alpha Brandreth had undertaken, and he confirmed that the results would be shared with residents shortly via the post. Cllr Cooper reported that the survey had provided mixed results and no definitive way forward was identified from the results. However, he welcomed CWaC announcement that all roads outside of schools will become 20mph and hoped that this would be implemented outside of Duddon this year and would assist in reducing the speed issues that were consistently raised by residents along the A51.

Cllr D Roberts joined the meeting.

Cllrs raised concerns that outside of school times, reducing the speed to 20mph could be more dangerous as drivers get frustrated with the speed limit and could cause accidents. Parish Councillors asked if it would be possible for the road to have a variable speed and only be 20mph during school times.

Cllr Cooper also reported that following the governments announcement to increase the number of new houses built in the UK, this would have an impact on developments across the borough, as there is now a much bigger housing target across the borough. Cllr Cooper reported that there was two possible areas for development highlighted in Clotton, but neighbouring villages such as Tarvin and Tarporley were affected more. Cllr Cooper undertook to share the link to CWaC land availability assessment with the Parish Council:- <https://app.maptionnaire.com/q/land-availability-assessment-sites>

CORRESPONDENCE

Cheshire West and Chester Town and Parish Council Conference – 16th July 2025 at MacDonald Portal Hotel – it was confirmed that Cllr Nicholas and Cllr R Roberts undertook to attend.

Beeston Railway Update

It was reported that the following update had been received from the Beeston and Tarporley Station Reopening Group:-

The last government in Westminster, just before the election, removed Beeston from their Restore Your Railways (RYR) programme and approved its reinstatement on its own. (Then they scrapped RYR!) Despite the approval, they provided no funds

The new government has subsequently confirmed their approval of the station, but again without funds. As part of their strategy of house building, the new government went further and said that if we can partner with developers in the area to get them to fund the station, then “what’s not to like?”

We have since had discussions with planners in CWaC to gain their views. They quite like the idea of developers in the station catchment area contributing to the station provided they also meet all other criteria CWaC will need, and the funding is in parallel to development, not afterwards. Also, they will do nothing without agreement from Transport Dept at CWaC.

We have approached Transport. This is on hold as the leader is running for parliament in Runcorn!

PlusBus – Cllr Kinsey sought clarification from Cllr Cooper as to if there were any transport available to the public following the closure of the Dial a Ride Service. Cllr Cooper undertook to share the Plus Bus information with the Parish Council.

MINUTES

RESOLVED 25/004: that the Minutes of the Parish Council Meeting held on 21st January 2025 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 – Cllr Roberts confirmed that The Bulls Head had been approached but they were not willing at this time to have a defibrillator installed. It was therefore agreed to not take this forward.

The following actions were completed since the last meeting:

- The Clerk had submitted a ward members grant application and obtained £400 towards the siding out of the footpath on the A51 by Iddenshall Hall that was sitting with CWaC Highways Department.
- The Precept Application had been submitted in January
- The Updated Standing Orders and Complaints Procedures had been added to website.
- It had been confirmed that the Tarvin Educational Foundation had halted it’s grant giving process for 2025 whilst it undertook a review and update of it’s constitution.
- Cllr Roberts had been added as an editor to the Parish Council’s Facebook site.
- Clerk had requested the drainage details for the road along A51 between College Farm and Townhouse Farm. CWaC have confirmed they do not have any historic or digital drainage plans for this section. However, they did attend last year and undertaking some investigations and jetting works.
- Planter for Clotton to be sited in the approved location.
- CWaC reported that there is an inspection chamber east of College Farm and the drainage carrier follows this side of the carriageway with a further inspection chamber outside Holme Leigh. The carrier line crosses near Town House Farm to an inspection chamber in the access of Town House Farm and runs through the farm to outfall in the watercourse running at the rear.

PLANNING

The Planning Register dated 13/04/2025 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, new doors and windows. Amendments to existing boundary wall, and a replacement gate. Erection of pergola. External landscaping works consisting of new patio and planting beds and erection of brick boundary wall – it was noted that the revised designs received by the Parish Council on 25th March 2025 had reverted to a more traditional brick, wood and slate design that fits in with the Neighbourhood Plan guidelines therefore the Parish Council **supported** this application.

25/00379/LDC – Cadwell House, Corkscrew Lane, Clotton CH3 9BX - Certificate of lawful use application seeking lawful confirmation of implementation of the works authorised in Planning permission 00/01291/FUL, which was for Demolition of curtilage buildings and replacement of one with brick building comprising garaging and holiday let accommodation – the Parish Council considered this application but felt that this was not something that they could comment on as planning permission has been granted but could not be acted on without a LDC.

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

24/03420/FUL – Common House Farm, Willington Lane, Clotton, Tarporley CW6 0HQ – Alternations to existing garage/studio to include windows and doors, front rooflights and 3 rear dormer – it was noted that this application had been **approved** by Cheshire West and Chester Council.

24/03734/PAA – Dibbins Hey, Duddon Road, Clotton, Tarporley, CW6 0EH – Construction of an additional storey to existing dwellings – it was noted that this application had been **decided** by Cheshire West and Chester Council.

25/00014/AGR – Land at Hoofield Hall, Hoofield Lane, Huxley, Steel portal framed agricultural storage building for keeping silage bales and farm machinery undercover – it was noted that this application had been **decided** by Cheshire West and Chester Council.

AUDIT

Summary of Accounts for 2024-25

Cllr Bibby requested some amendments to the Outturn Report for 2024-25 and subject to these amendments being implemented it was **RESOLVED 25/005** to accept the summary of accounts for the year 2024/25

Certificate of Exemption

RESOLVED 25/006 that the Council wish to certify themselves as exempt from a limited assurance review.

Annual Internal Audit Report

The council noted the report dated 4th April 2025 from the Internal Auditor.

Annual Governance Statement

RESOLVED 25/007 that the Council agree to all points on the Governance Statement, Section 1 of the Annual Governance and Accountability Return (AGAR) 2024-25.

Accounting Statement

RESOLVED 25/008 that the Council agree the accounting statement of the AGAR 2024/25.

Notice of Public Rights

RESOLVED 25/009 that the Council accept the signing of the Notice of Public Rights.

ACCOUNTS

Note Internal Auditor Report and Recommendations

RESOLVED 25/010: The comments from the Internal Auditor were received and the actions/comments from Clerk noted as listed below:-

1. £60 payment to NALC on 19/8 (Inv 21). VAT has been reclaimed but you do not have a VAT Invoice, just a Statement. In view of the amount involved do not adjust.

- *The Clerk noted*

2. Payment on 4/10 to One.com for £159.44 (Inv 29). There is another Invoice attached in the sum of £217.04 - is this outstanding?

- *The Clerk reported that she had reduced the level of subscription received from One.com which had reduced the fees for the year from £217.04 to £159.44*

3. One small amount of VAT was not reclaimed relating to Clerk's Expenses- 62p for paper (Inv 46). In view of the small amount involved do not adjust.
- *The Clerk noted*
4. The Clerk is paying up front for some sizeable items e.g. Training Course Fees. Can these be paid for at source by the PC?
- *The Parish Council....*
5. The Out-Turn Spreadsheet for 24/25 shows incorrect totals for actual Expenditure and Income. You may wish to revisit.
- *The Clerk reported she had made the amendments to the Outturn Spreadsheet which had been approved within the financial summary report.*
6. Please ensure that all payments made after 1/25 are noted in the 4/25 Meeting Minutes. I have marked the relevant payments with an "X" on the Cash Book Spreadsheet.
- *The Clerk confirmed these had been listed within the payments for approval report that will be approved later in the meeting.*
7. During the 4/25 Meeting please seek confirmation that the Fixed Asset Register and Risk Assessment Document were correct as at 31/3/25. This should be noted accordingly in the Minutes.
- *the Clerk confirmed that she had included this later in the agenda.*
8. As you commented yourself, the Clerk's E-mail should be changed to correspond with the web site address - clerk@clottonhoofieldparishcouncil.co.uk. This is much more secure than using gmail and it appears more professional.
- *The Parish Council undertook to look at the cost implications of this and consider this at a future meeting.*

Payments approved for payment in between meetings

RESOLVED 25/011 to approve the payments of the following items in between meetings for 2025-26 in line with budget: -

Clerk's Salary, HMRC Tax Payments, Mileage, Training, Internal Audit fees, Payroll Services, Website Fees, Room Hire Costs, Planter Maintenance, CHALC Subscription fees, Other Subscription Fees, Data Protection Fees, Admin costs, Post and Stationery costs and Office Allowance.

Insurance

The Clerk reported she had contacted three insurance companies:-

Two insurance companies confirmed that the parish council was too small and therefore their minimum payment was higher than required. Zurich confirmed that their renewal quote for 2025-26 was £241. Therefore, it was

RESOLVED 25/012 to continue with Zurich Insurance for 2025-26.

Payroll Provider

RESOLVED 25/013: to continue with Shires Accountancy for 2025-26 and seek three quotes for payroll services for 2026-27 in January 2026 for consideration.

Direct Debits

RESOLVED 25/014 to continue to make payments to the ICO by Direct Debit.

Income and Payments since the last meeting

RESOLVED 25/015 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
09/01/2025	Bank	£6.61	Bank Interest
09/02/2025	Bank	£6.83	Bank Interest
10/03/2025	Bank	£5.98	Bank Interest
09/04/2025	Bank	£6.41	Bank Interest

07/04/2025	Cheshire West and Chester Council	£7,142.00	Parish Precept
08/04/2025	HMRC VTR	£175.23	VAT Rebate for 2023-24

Payments made since the last meeting - for approval

Date	Payable to	Net Amount	VAT	Gross Amount	Comment
25/02/2025	Mrs T Ryall-Harvey	£277.61	£0.00	£277.61	Salary Tax Month 11
28/02/2025	HMRC PAYE	£69.40	£0.00	£69.40	HMRC Tax Month 11
18/03/2025	Service Charge	£4.25	£0.00	£4.25	Bank Service Charge
22/04/2025	Service Charge	£4.25	£0.00	£4.25	Bank Service Charge
19/03/2025	Duddon, Clotton & District War Memorial Hall	£45.00	£0.00	£45.00	Room hire for three PC mtgs
20/03/2025	Mrs J Nicholls	£32.60	£6.52	£39.12	Plants for Planter in Clotton
25/03/2025	Mrs T Ryall-Harvey	£277.61	£0.00	£277.61	Salary Tax Month 12
25/03/2025	HMRC PAYE	£69.40	£0.00	£69.40	HMRC Tax Month 12

Payments not yet made - for approval

Payable to	Net Amount	VAT	Gross Amount	Comment
Mrs T Ryall-Harvey	£277.61	£0.00	£277.61	Salary Tax Month 1
HMRC PAYE	£69.40	£0.00	£69.40	HMRC Tax Month 1
Phil Sanders	£47.50	£0.00	£47.50	Internal Audit Fees
CHALC	£139.23	£0.00	£139.23	Affiliation Fees 2025-26
Mrs T Ryall-Harvey	£101.85	£0.76	£102.61	Clerk's Expenses - including contribution to mobile phone, office allowance, training, stationery, mileage etc
Zurich Town, Parish and Community Council Team	£241.00	£0.00	£241.00	Parish Council Insurance for 2025-26

PARISH COUNCIL MATTERS

Roles and responsibilities for 2025-26

RESOLVED 25/016 that the following councillors would take the lead for the year 2025-26:-

Cheque signatories – Cllr J Nicholas, Cllr G Bibby

Communications - Cllr R Roberts

Events – Cllr D Roberts

Duddon CWM Hall – Cllr J Nicholas

Footpaths, Footways, Pavements & Bridleways – Cllr C Kinsey

Highways Matters & A51 – All Councillors

Environment & Litter Picking –Cllr G Bibby

Neighbourhood Plan – All Councillors

Public Transport – Cllr R Roberts

*Planning – All Councillors

** Tarvin Educational Foundation – Cllr J Nicholas

Training - Clerk

Facebook – Clerk & Cllr R Roberts

Planters – Cllr R Roberts & Cllr D Roberts

Noticeboards – Cllr Nicholas

* **Planning.** The clerk will advise every Parish Councillor when he/she received notification of a planning application, The Lead Parish Councillor will review the planning application against the Neighbourhood Plan and circulate comments around the councillors in between meetings, if no parish councillor makes any further comments prior to the planning deadline then the clerk is authorised to submit the response suggested by the Lead Parish Councillor to Planning. Any one Councillor can request that the application is considered at the next meeting, or an extraordinary meeting be called when details of the application would be available for councillors meeting for.

Policies

The schedule of policies was reviewed, the Clerk reported that the following policies had received an update by the National Association of Local Council:-

Disciplinary Procedure

Grievance Procedure

Standing Orders

It was therefore suggested that these be circulated around the Parish Councillors and brought to the next Parish Council meeting for adoption.

The Clerk sought approval to circulate the following policies that the National Association of Local Council's had updated that the Parish Council currently did not have in place:-

Bullying and Harassment Policy

Staff Absence Policy

It was therefore suggested that these be circulate around the Parish Councillors and brought to the next Parish Council meeting for adoption if the Parish Council felt they were appropriate.

RESOLVED 25/017 to adopted all other policies for 2025 as is and review again in May 2026.

Annual Report for 2024-25

RESOLVED 25/018 to adopt the Annual Report as circulated at the meeting for 2024-25.

ACTION: put on website.

Asset Register

RESOLVED 25/019 to approve the Asset Register was accurate at 31st March 2025 as circulated and included within the Audit.

Risk Assessment Register

RESOLVED 25/020 to approve the Risk Assessment dated 31st March was accurate as circulated and included within the Audit.

Siding Project

Following the Cllr Cooper's funding of £400 in 2024-25 towards the siding out project on A51, CWaC had confirmed that the full cost of this project was £1660.33 and therefore sought confirmation as to what the Parish Council would contribute. The Clerk reported that she had asked Cllr Cooper if he would consider contributing a further £500 out of this years Ward Members money and the Clerk email Cllr Lush to see if he will also contribute also towards this project.

Dates of Future Meeting

RESOLVED 25/021 to accept the meetings schedule as listed below:-

Monday 21st July, 2025 at 7.00pm

Monday 20th October, 2025 at 7.00pm

Monday 19th January, 2026 at 7.00pm

Monday 20th April, 2026 at 7.00pm (Annual Meeting)

Extraordinary meetings are called as required and will be advertised on the Notice Board.

Meetings were agreed to be held in Duddon Clotton and District Memorial Hall, CW6 0HD unless otherwise advertised on Agenda.

DATE OF THE NEXT MEETING

The date of the next Parish Council meeting was Tuesday 21st July 2025 at 7.00pm at Duddon, Clotton and District Memorial Hall.

Signed Dated

Meeting finished 20.36

Clotton Hoofield Parish Council Planning Register 2024

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.	Refused
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 Amended designs received on 25 March 2025 were supported by the Parish Council	Approved
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	Approved

Clotton Hoofield Parish Council Planning Register 2025

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	Supported	Approved
3 January 2025	24/03734/PAA	Dibbins Hey Duddon Road Clotton Tarporley CW6 0EH	Construction of an additional storey to existing dwelling	Neutral	Decided
Mon 06 Jan 2025	25/00014/AGR	Land At Hoofield Hall Hoofield Lane Huxley Chester	Steel portal framed agricultural storage building for keeping silage bales and farm machinery undercover.		Decided
Tue 11 Feb 2025	25/00379/LDC	Cadwell House Corkscrew Lane Clotton Chester CH3 9BX	Certificate of lawful use application seeking lawful confirmation of implementation of the works authorised in Planning permission 00/01291/FUL, which was for Demolition of curtilage buildings and replacement of one with brick building comprising garaging and holiday let accommodation	Parish Council did not object to this application as it was a resubmitted application that had been previously approved and lapsed.	
Thu 24 Apr 2025	25/01292/LBC	Clotton Barn Willington Lane Clotton Tarporley CW6 0HQ	Single storey link orangery extension		
Thu 24 Apr 2025	25/01291/FUL	Clotton Barn Willington Lane Clotton Tarporley CW6 0HQ	Single storey link orangery extension	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
09-07-2025

Clotton Hoofield Parish Council
Bank Reconciliation to Cashbook 10th July 2025
Presented at Council Meeting - Monday 21st July 2025
Prepared

Balance shown on Cashbook	£14,744.69
Current Account	£6,924.23
Reserves Account	£7,820.46
Less: Uncleared payments	
TOTAL	£14,744.69
Reconciliation	Yes

██
 CLOTTON HOOFIELD PARISH COUNCIL

£ 6,924.23 Current balance

██
 £ 7,820.46 Balance

Issues raised with CWaC

09/07/2025

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.
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.
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.
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
15/04/2025	HW706196133	High Street, Clotton	Faulty Sign	VAS sign on High Street, Clotton not working	