

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 20th October 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
15/10/2025

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. 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	1. United Utilities: interruptions to water supplies in the area. 2. Any other correspondence received following Agenda being circulated.	RR Clerk
6.	MINUTES	To approve the minutes of the Parish Council meeting held on 21 st July 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	1. To accept the Cashbook and review the Outturn against Budget to date. 2. To approve the Bank Reconciliation against Cashbook YTD 3. To approve Income and Payments since last meeting.	Clerk Clerk
10.	PARISH COUNCIL MATTERS	1. To agree the Parish Council's Action Plan for 2026-27. 2. To further discuss the recommendation from the Internal Auditor on moving away from a gmail.com email address for the Parish Council . 3. To agree the Local Pay Rise for 2025-26 and the back pay until April 2025.	Chair Clerk Chair
11.	CWaC	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.	ALL
	DATE OF NEXT MEETING	The next meeting is scheduled to take place on Monday 19 th January 2026 at 7.pm in Duddon, Clotton and District Memorial Hall.	

CLOTTON HOOFIELD PARISH COUNCIL MEETING

Monday 21st July 2025 at 7.00pm

at Duddon, Clotton and District Memorial Hall

MINUTES

PRESENT

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

Clerk: Mrs T Ryall-Harvey

Public – 0

APOLOGIES – Apologies were received and accepted from Cllr D Roberts due to work commitment and Cllr T Lush and Cllr T Cooper (Ward Councillors) due to previous engagements.

PARISH COUNCIL VACANCIES

Following the uncontested election on 4th May 2023 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

In Cllr T Lush's absence a written report from him was circulated, issues he raised included:-

1. Devolution to form a new combined authority covering CWaC, Warrington and Cheshire East will come into effect next year assuming the 3 constituent councils agree in September. However a mayoral election will not take place until May 2027. **The 3 constituent Councils will continue unaffected.** The new, strategic Council will have responsibility for strategic transport policy/investment, skills/training and industrial strategy. I cannot see any major drawbacks with the proposal. Decisions previously taken by civil servants in London will be taken locally and about £20m pa will be invested. Some people have questioned the additional bureaucracy and cost of the mayor but in my opinion these costs are not material and are far outweighed by the benefits.
2. The Government has increased the housing target for CWaC and it is inevitable and unavoidable that more houses will be built in the rural area. However, it is important that all parish councils make their views known to CWaC Planning on what might be acceptable in their area and what will not. The key questions are how many; where; what type; can the infrastructure cope and, if not, what needs to be done, over what timescale; what community investment should come if there are more houses e.g. recreation provision, car parks, traffic lights.
3. Each council has been asked to identify community led highway improvements. I do hope that your Council has identified some as it is a chance to get some things done that have been causing concern for some time.
4. I had a notice of motion for consideration at the Council meeting last week to change the policy on how potholes were dealt with. Basically when the contractor goes to mend a pot hole that meets the current 4cm deep criteria other visible problems, within 30m would be dealt with too. Labour proposed some minor amendment which I would have accepted BUT the motion was not considered because we ran out of time. The motion will be considered in October and I am hopeful that there will be a policy change which will improve value for money and reduce complaints from the public who are baffled by the current policy.

The Parish Council welcomed the update from Cllr Lush in his absence.

CORRESPONDENCE

Cheshire West and Chester Local Plan Consultation – information relating to the current consultation that has been launched by CWaC to discuss the Local Plan was circulated and it was noted that the closing date for all comments was 29th August 2025.

Let's Talk about Transport in Cheshire West and Chester Consultation- information relating to the current consultation that has been launched by CWaC in relation to the Transport Services for the area and people's expectations was circulated and it was encouraged that all Parish Councillors and residents respond. Closing date for this consultation was 17th August 2025.

ACTION: Feed back to Cllr T Cooper and Cllr Lush that the Parish Councillors found both the survey's to be not user friendly or language not very clear for residents to understand.

Sanctuary Housing Lighting Repair – Cllr Bibby reported that he had recently been contacted by residents of Yew Tree Bank following the street lights requiring repair. Cllr Bibby confirmed that these street lights were owned by Sanctuary Housing and has asked the Clerk to investigate. Sanctuary Housing had confirmed that this issue had now been resolved.

CWaC – Housing site options for local plan – were noted and no action was agreed.

A51 Road Safety Update – The Clerk circulated information received from Aphra Brandreth MP and Tom Cooper Ward Councillor following a recent resident survey that had been undertaken.

MINUTES

RESOLVED 25/022: that the Minutes of the Parish Council Meeting held on 22nd April 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:

- Notice of Public Rights had been displayed
- AGAR forms had been submitted to PKF Little John
- AGAR forms had been displayed on the Parish Council website
- Parish Council had renewed insurance with Zurich Insurance for 2025-26
- Payments had been made since the last meeting
- Roles & Responsibilities had been update on the Parish Council website.
- Annual Report had been added to the website

PLANNING

The Planning Register dated 09/07/2025 was circulated for Parish Councillors information.

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

- 25/01291/FUL – Clotton Barn, Willington Lane, Clotton CW6 0HQ – Single storey link orangery extension – the Parish Council **supported** this application.
- 25/01548/FUL - Land At Cinder Lane Clotton Chester - Change of Use and Erection of New Tennis Court for domestic purposes – the Parish Council undertook to review this application and submit a response in between meetings.

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

- 24/00151/FUL – 1 Hoofield Cottages, Hoofield Lane, Huxley CH3 9BJ – Erection of building to storage of agricultural equipment – **refused**.
- 24-02669/FUL – Laburnum Cottage, Ciner 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 work consisting of new patio and planting beds and erection of brick boundary wall – **approved**.
- 24/03421/LBC – Common House Farm, Willington Lane, Clotton CW6 0HQ – Alterations to existing garage/studio to include windows and doors, front rooflights, and 3 rear dormers – **approved**.

- 24/03628 FUL – The Riddings, Willington Road, Duddon CW6 0UG – Demolition of existing dwelling and erection of replacement, two outbuildings, landscaping and hard standing areas - **approved**.

ACCOUNTS

Cashbook

The year to date cashbook and Outturn comparison against budget was circulated and it was unanimously **RESOLVED 25/023** to accept the cash book and YTD summary dated 10th July 2025.

Bank Reconciliation against Cashbook YTD

RESOLVED 25/024 to approve the Bank Reconciliation as presented to the meeting dated 10th July 2025.

Income and Payments since the last meeting

RESOLVED 25/025 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
09/05/2025	Interest	£5.35	Bank Interest
09/06/2025	Interest	£5.20	Bank Interest
09/07/2025	Interest	£4.50	Bank Interest

Payments made since the last meeting - for approval

Date	Payable to	Net Amount	VAT	Gross Amount	Comment
06/05/2025	Cheshire West and Chester	£500.00	£0.00	£500.00	Contribution towards Community Event
06/05/2025	PQR Limited	£66.00	£13.20	£79.20	Payroll Services for Q1 & Q2
19/05/2025	Service Charge	£4.25	£0.00	£4.25	Bank Charges
25/05/2025	Mrs T Ryall-Harvey	£277.61	£0.00	£277.61	Clerk's Salary Tax Month 2
28/05/2025	HMRC	£69.40	£0.00	£69.40	HMRC PAYE Tax Month 2
12/06/2025	Mr R O Roberts	£14.16	£2.83	£16.99	Plants for Planter in Hoofield
16/06/2025	JE Nicholas	£45.20	£0.00	£45.20	Plants for Planter in Clotton
17/06/2025	Service Charge	£4.25	£0.00	£4.25	Bank Charges
25/06/2025	Mrs T Ryall-Harvey	£277.61	£0.00	£277.61	Clerk's Salary Tax Month 3
27/06/2025	HMRC	£69.40	£0.00	£69.40	HMRC PAYE Tax Month 3

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 4
HMRC PAYE	£69.40	£0.00	£69.40	HMRC Tax Month 4
Mrs T Ryall-Harvey	£125.59	£9.57	£135.16	Clerk's Expenses - including contribution to mobile phone, office allowance, training, stationery, mileage etc

PARISH COUNCIL MATTERS

Policies

The Clerk had circulated prior to the meeting the following amended policies and procedures for review. It was unanimously **RESOLVED 25/026** that these amended policies and procedures be adopted:-

Disciplinary Procedure
Grievance Procedure
Standing Orders

The Clerk had circulated prior to the meeting the following draft policies for review. It was unanimously **RESOLVED 25/027** that these policies be adopted and reviewed again in May 2026:-

Anti-Harassment and Bullying Policy
Staff Absence Policy
Information Technology Policy

Website & Email update

Following the recent Internal Audit when the auditor recommended that the Parish Council move away from their current gmail email address, the clerk reported she had also attended a recent Assertion 10: Digital & Data Compliance for Councils training event that highlighted that the Parish Council's email and website was not currently compliance and moving forward Parish Council's would be encouraged to move to a .gov.uk domain.

The Clerk reported that she had sought pricing for this move from two companies so far:-

Aubergine quoted £499 + VAT per year
Parish Online quoted £315 + VAT per year with a £100 off the first year's subscription

ACTION: The Parish Council agreed to monitor pricing and review again.

ACTION: Ask Cllr Lush and Cooper if they have any money in their pot to contribute.

CHESHIRE WEST AND CHESTER UPDATE

The Parish Councillors reported on current issues within the area that required reporting to CWaC. A list was circulate and noted at the meeting.

Cllr Roberts provided a verbal report on a recent Town and Parish Conference he attended on 16th July.

DATE OF THE NEXT MEETING

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

Signed Dated

Meeting finished 20.13

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		Approved
Thu 24 Apr 2025	25/01291/FUL	Clotton Barn Willington Lane Clotton Tarporley CW6 0HQ	Single storey link orangery extension	Supported	Approved
Thu 12 Jun 2025	25/01821/FUL	Dibbins Hey Duddon Road Clotton Tarporley CW6 0EH	Single storey side extension, first floor extension, and loft conversion. Installation of solar panels	Supported	Approved
Mon 14 July 2025	25/01548/FUL	Land At Cinder Lane Clotton Chester	Change of Use and Erection of New Tennis Court for domestic purposes	Neutral	
Tues 30 Sep 2025	EN753273364	Allotment on A51, High Street, Clotton, Chester	Additional sheds installed on Allotment site without prior planning permission.		

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
 09-10-2025

Clotton and Hoofield Parish Council

OUT-TURN 2025-26

09/10/2025

Budget Element	Calc. %	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	2025-26 Actual	2025-26 Budget	Variance
EXPENDITURE																
People																
Clerk & HMRC		347	347	347	347	347	347	354	402	372	372	372	372	4,326	4,368	42
Professional service																
Insurance		241												241	289	48
Internal Audit		48												48	50	3
Payroll Services			79				124							203	212	9
General Services																
Website							57	175						232	235	3
Room Hire													60	60	0	
Bank Service Charge		4	4	4	4	4	4							25	0	-25
Planter Maintenance			62					50						112	100	-12
Admin & Expenses																
CHALC Memberships		139												139	140	1
Other memberships (NALC/SILCC/Local Council's Direct)								60	50					110	110	0
Data Protection fee							47							47	35	-12
Admin					6			30			30			66	90	24
Post														0	0	0
Stationery		20			57		30	30			15			123	105	-18
Office Allowance		52			52		60	60			60			224	240	16
Mileage		30			20		30	30			30			110	120	10
Training								50						100	150	50
Elections														0	0	0
Projects																
Ad Hoc Beneficial Items (S137)								25						25	25	0
Community Events			500											500	500	0
Planting of Wildflowers														0	0	0
CIL Projects								150						0	0	0
Street furniture/Asset Maintenance														150	150	0
General Grants & Projects														0	0	0
Inflation %	3.00%	0	0	0	0	0	0	40	18	15	22	15	17	127	260	134
Contingency % of above	1.50%	0	0	0	0	0	0	15	7	6	8	6	6	48	105	58
TOTAL CASH OUT		882	930	413	486	351	456	1,143	477	443	537	392	505	7,016	7,343	327

RECEIPTS	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	2025-26 Actual	2025-26 Budget	Variance
Precept	7,142												7,142	7,142	0
Bank Interest	6.41	5.35	5.20	4.50	4.95	4.33	5.00	3.00	3.00	3.00	3.00	3.00	51	50	1
VAT recovery	175												175	150	25
Money taken from reserves													0	0	0
Ward contribution													0	0	0
Other													0	0	0
TOTAL CASH IN	7,324	5	5	5	5	4	5	3	3	3	3	3	7,368	7,342	26
Transaction Cash flow	6,442	-925	-408	-482	-346	-451	-1,138	-474	-440	-534	-389	-502			

RESERVES	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	2025-26 Actual	2025-26 Budget	Variance
Grants & Projects - to be taken from reserves															
General Reserves		1,500											0	1,500	-1,500
Election Reserves		2,500											0	2,500	-2,500
Portion of Precept in Reserves		4,113											0	4,113	-4,113
Planting of Wildflowers		470											0	470	-470
CIL Projects		1,048											0	1,048	-1,048
TOTAL IN RESERVES	0	9,631	0												



CLOTTON HOOFIELD PARISH COUNCIL

Action Plan 2025-26

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

Events & Activities					
3.	Remembrance	Poppy Wreath	J Nicholas	£25 Purchase of Poppy Wreath	October-November
		Lamp-post Poppies	J Nicholas & R Roberts	NIL	Mid October

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

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

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

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

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

	Issue	Action	Lead	Resource Implications	Timescales
Community Resources					
16.	Defibrillator	<ul style="list-style-type: none"> - Explore the opportunity to have Defibrillator Machines in Clotton - Explore Grant Funding that is available to support the installation of Defibrillator Machines 	<p>Councillors/ Clerk</p> <p>Clerk</p>	£1,000	<p>Within next 12 months.</p> <p>On-going</p>
Training					
17.	Training	Identify training needs of Clerk & Parish Councillors	Councillors/ Clerk	£150	

Issues raised with CWaC

09/10/2025

Date	Log No	Location	Fault type:	Description	Action Taken by CWaC
16/07/2025	HW731900276	Corkscrew Lane	Potholes	Potholes on left hand side heading towards Hoofield Lane after Spinney	
16/07/2025	HW731901124	Corkscrew Lane	Road - Severe Cracking	On left hand side heading towards Hoofield Lane just after the Spinney	
16/07/2025	SS731695603	A51	Streetcare & Grounds - Hedge and shrubs	hedge overgrown on A51 resulting in pedestrian being unable to walk safely down footpath	Your enquiry has been passed to another Council service or external organisation who will investigate and take any appropriate action.
16/07/2025	SS731694199	A51	Streetcare & Grounds - Hedge and shrubs	overgrown hedge obscuring VAS sign on A51 travelling from Tarporley to Clotton	Your enquiry has been passed to another Council service or external organisation who will investigate and take any appropriate action.
16/07/2025	SS731693013	Corkscrew Lane	Streetcare & Grounds - Hedge and shrubs	at bend on Corkscrew Lane by the waterless brook	Your enquiry has been passed to another Council service or external organisation who will investigate and take any appropriate action.