CLOTTON HOOFIELD PARISH COUNCIL

To the Members of Clotton Hoofield Parish Council: You are hereby summoned to attend the Annual Parish Council Meeting on Thursday 14th May, 2026 to be held in Duddon, Clotton and District Memorial Hall, which will directly follow on from the Parish Meeting scheduled to start at 8.00pm, for the transaction of the business set out below.

Signed *Trudy Ryall-Harvey.* Clerk
14/04/2026
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.	ELECTION OF CHAIR AND VICE-CHAIR FOR 2026-27		Chair
2.	APOLOGIES	And reason for absence.	Chair
3.	PARISH COUNCIL VACANCIES	To review and approve any applications for co-option onto the Parish Council following the election on May 4th 2023.	Clerk
4.	DECLARATIONS OF INTEREST	Members to declare any interest under the following categories: pecuniary, outside body and family, friend or close associate.	Chair
5.	PUBLIC PARTICIPATION	When members of the public may comment or raise questions regarding matters affecting the Parish. *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*	Chair
6.	CORRESPONDENCE	1. Chester LPU – Neighbourhood Policing Model – to note the information received. 2. Any other correspondence received following Agenda being circulated.	Chair Clerk
7.	MINUTES	To approve the minutes of the Parish Council meeting held on 19th January 2026.	Chair
8.	ACTIONS	To note actions list and receive verbal updates on any items not otherwise on the agenda.	Chair
9.	PLANNING	- To note planning applications as listed on the planning register, including comments submitted since the last meeting and enforcement matters. - To discuss and agree Parish Council's actions when it comes to significant planning application in our Parish.	GB RR
10.	AUDIT	1. To accept the summary for the year 2025-26. 2. To accept and sign the Certificate of Exemption. 3. To accept the Annual Internal Audit Report 4. To review and complete the Annual Governance Statement 5. To review and sign the Accounting Statement 6. To Sign the Exercise of Public Rights	Clerk Clerk Clerk Clerk Clerk Clerk
11.	ACCOUNTS	1. To review and note Internal Auditor Report and Recommendations 2. To approve payments that can be made between meetings. 3. To approve the Payment of the Parish Council Insurance 4. To approve the payments made by Direct Debit 5. To approve the renewal of the CHALC membership for 2026-27 6. To approve Income and Payments since last meeting.	Clerk Clerk Clerk Clerk Clerk Clerk
12.	PARISH COUNCIL MATTERS	1. Roles and Responsibility – to review and agree roles and responsibilities for 2026-27. 2. Policies – to review the schedule of policies and agree if they can be carried forward or if any require amendment.	Chair Clerk

		3. To agree to the adoption of the following policies:- - Bio-diversity Policy - Community Engagement Policy - Co-option Policy and Procedures - Equality and Diversity Policy 4. Annual Report – to review and adopt the draft report. 5. Dates of Meetings for 2026-27 to agree the schedule of meetings for 2026-27. 6. To approve the Risk Assessment for 2026. 7. To approve the Asset Register for 2026. 8. Defibrillator in Clotton – to discuss the option to install a Defibrillator at Park Hall Farm, Clotton for residents of Clotton to access. 9. Use of PC Social Media – to discuss.	Chair Clerk Chair Chair Chair RR
13.	CWaC	- To receive a verbal report on any areas of concern that have been reported since the last meeting to Cheshire West and Chester Council. - Corkscrew resurfacing work: to receive a verbal report upon the disruption to residents; CWaC filming of the work.	ALL RR
	DATE OF NEXT MEETING	The next meeting date to be agreed.	

CLOTTON HOOFIELD PARISH COUNCIL MEETING
Wednesday 28th January 2026 at 7.00pm
at Duddon, Clotton and District Memorial Hall

MINUTES

PRESENT
Cllr C Kinsey (Chair), Cllr D Roberts, Cllr R Roberts, Cllr J Nicholas
Clerk: Mrs T Ryall-Harvey
Public – 0

APOLOGIES – Apologies were received and accepted Cllr G Bibby due to prior commitment.

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 – Nothing raised.

CORRESPONDENCE
United Utilities – Interruptions to water supplies in the area.
Cllr R Roberts reported that further disruptions to water supplies had been experienced mostly from the Huxley area due to the work that is being carried out by United Utilities while they digging up around Huxley and towards Hargrave.

Peak Cluster – it was reported that details of phase one of the consultation for the proposed Peak Cluster project had been circulate around the Parish Councillors and dates for the webinars were shared. Cllr R Roberts reported on the webinar that he attended for this event and posters advertising the consultation were to be put up on the Parish Council's noticeboards.

CHALC Planning for the Future- it was reported that Cheshire Association of Local Council's were undertaking a survey of local councils in the Cheshire West and Chester area to find out if they had any plans for the future, how devolution may affect the PC and impacts on income and what support may be needed. It was agreed that the Parish Council felt it not appropriate to respond.

Cheshire Day 30th March - it was reported that in 2026, CHALC will be exploring ways in which they can recognise and celebrate success for local councils and asked for any stories and photo's to be shared with a plan to collate examples and highlight and share via their own channels examples of ***Made in Cheshire***.

Planning Meeting with local PC's to discuss the implications for planning developments across CWaC – Councillors were reminded that CWAC Head of Planning, Mr Charnley, was attending the Kelsall PC meeting on 9th February at St Philips Church Lounge, starting at 7:00pm to speak to Parish Councils in the area about the progress of the new CWAC local plan and the implications it will have for planning developments across CWAC, and councillors were encouraged to attend.

MINUTES
RESOLVED 25/033: that the Minutes of the Parish Council Meeting held on 13th October 2025 were accepted as a true and accurate record and signed by the Chair.

ACTIONS SINCE LAST MEETING
ACTIONS still outstanding:-

The following actions were completed since the last meeting:
- Clerk had written to United Utilities to see if any community compensation was available and United Utilities had confirmed back that there was none available at this time
- Clerk had shared the dates of the Planning Meeting with Parish Councillors.
- Clerk had submitted response to planning application 25/02670/FUL.

PLANNING
The Planning Register dated 11/01/2026 was circulated for Parish Councillors information.

It was reported that the following planning consultation had been received since the last meeting:-
- 25/03337/FUL – Pleasant View, High Street, Clotton, Tarporley CW6 0EG – Erection of single storey rear extension – the Parish Council had ***no objection*** to this application.

It was noted that since the last meeting the following planning applications been determined by CWaC: -
- 25/03337/FUL – Pleasant View, High Street, Clotton, Tarporley CW6 0EG – Erection of single storey rear extension – ***approved***.

It was reported that the following item was raised with the Planning Enforcement:-
- EN78268811 – Land off Hoofield Lane – barn expansion on Hoofield Lane.

ACCOUNTS
Cashbook
The year-to-date cashbook and Outturn comparison against budget was circulated, and it was unanimously **RESOLVED 25/034** to accept the cash book and YTD summary dated 11th January 2026.

Bank Reconciliation against Cashbook YTD
RESOLVED 25/035 to approve the Bank Reconciliation as presented to the meeting dated 11th January 2026.

SLCC Membership- It was unanimously **RESOLVED 25/36** that the payment for the Clerk's membership to SLCC be approved and split between five parish council.

Income and Payments since the last meeting
RESOLVED 25/037 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
10/11/2025	Interest	£4.12	Bank Interest
09/12/2025	Interest	£3.74	Bank Interest
03/01/2026	Interest	£4.00	Bank Interest

Payments made since the last meeting - for approval

Date	Payable to	Net Amount	VAT	Gross Amount	Comment
12/11/2025	PQR Limited	£17.50	£3.50	£21.00	Backpay Adjustment to Payroll
20/11/2025	Service Charge	£4.25	£0.00	£4.25	Bank Charges
19/12/2025	Service Charge	£4.25	£0.00	£4.25	Bank Charges
19/01/2026	Service Charge	£4.25	£0.00	£4.25	Bank Charges
25/11/2025	Mrs T Ryall-Harvey	£348.81	£0.00	£348.81	Clerk's Salary Tax Month 8
25/12/2026	Mrs T Ryall-Harvey	£286.51	£0.00	£286.51	Clerk's Salary Tax Month 9

01/12/2025	HMRC	£89.82	£0.00	£89.82	HMRC PAYE Tax Month 8
03/12/2025	HMRC	£71.60	£0.00	£71.60	HMRC PAYE Tax Month 9
03/12/2025	Linux Interest	£23.98	£4.80	£28.78	2 Year Domain Registration

Payments not yet made - for approval

Payable to	Net Amount	VAT	Gross Amount	Comment
Mrs T Ryall-Harvey	£286.31	£0.00	£286.31	Salary Tax Month 10
HMRC PAYE	£71.80	£0.00	£71.80	HMRC Tax Month 10
Mrs T Ryall-Harvey	£172.01	£9.63	£181.64	Clerk's Expenses - including contribution to mobile phone, office allowance, training, stationery, mileage etc

PARISH COUNCIL MATTERS

Budget

RESOLVED 25/038 to approve the budget for 2026-27 of £7,437 as set out below:-

Budget Element	2026-27 Budget
EXPENDITURE	
People	
Clerk & HMRC	4,608
Professional service	
Insurance	253
Internal Audit	70
Payroll Services	215
General Services	
Website	186
Room Hire	60
Bank Service Charge	51
Planter Maintenance	110
Admin & Expenses	
CHALC Membership	147
Other memberships (SLCC)	50
Data Protection fee	47
Admin	40
Post	0
Stationery	115
Office Allowance	216
Mileage	100
Training	150
Elections	0
Projects	
Ad Hoc Beneficial items (S137)	55
Community Event/Project	500
Planting of Wildflowers	0
CIL Projects	0
Street Furniture/Asset Maintenance	150
General Grants & Projects	0
Inflation %	207
Contingency % of above	107
TOTAL CASH OUT	**7,437**
RECEIPTS	
Precept	7,321
Bank Interest	31
VAT recovery	85
Money taken from reserves	0
Ward contribution	0
TOTAL CASH IN	**7,437**

Precept for 2026-27

RESOLVED 25/039 request a Precept for 2027-26 of £7,321 which is 1.9% increase on 2025-26 and equates to £0.75 increase on a Band D house.

Training Needs for 2026

The schedule of training organised by CHALC was circulate to all Parish Councillors for review and they were asked to inform the clerk of any training they wished to attend in 2026.

The clerk undertook to prepare a training schedule in line with budget and circulate it around the Parish Councillors for approval.

Parish Meeting.
The Clerk outlined the requirement to undertake a Parish Meeting and it was therefore agreed that this should take place on Tuesday 20th April at 7.00pm and the Parish Council should follow immediately after the finish of the Parish Meeting.

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 identified My Council as a competitive website and email provider and it was unanimously **RESOLVED 25/041** for the Clerk to start the transfer of the website and email over to My Council.

CHESHIRE WEST AND CHESTER UPDATE
The Parish Councillors reported on current issues within the area that required reporting to CWaC.
ACTIONS: Clerk to report overgrown hedge on A51 to CWaC.
Clerk to report the 30mph VAS Sign not working on A51 by Iddenshall
Contact Highways and highlight the improvement following the siding out and clearing of the footpath from Iddenshall to the bus stop it was requested that the Clerk write to CWaC to ask them to confirm that they will maintain the footpaths from Duddon to Clotton and from the Bus Stop to Iddenshall Hall.

DATE OF THE NEXT MEETING
The date of the next Parish Council meeting was Monday 20th April 2026 immediately after the Parish Meeting at Duddon, Clotton and District Memorial Hall.

Signed …… Dated ……

Meeting finished 19:47

Clotton Hoofield Parish Council Planning Register 2025

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..	Refused
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 - 25/00369/EOP DEV	Allotment on A51, High Street, Clotton, Chester	Additional sheds installed on Allotment site without prior planning permission.		
Thur 16 Oct 2025	25/02670/FUL	The Riddings Willington Road Duddon Chester CW6 0UG	Erection of replacement dwelling, two outbuildings, outdoor swimming pool, and landscaping	Supported	Approved
Tues 11th Nov 2025	EN764526312	2 Abbeydale Cottages, Hoofield Road, Hoofield	Residential 'Pod' Installed on Agricultural Land.		
Wed 7th Jan 2026	EN782568811	Land off Hoofield Lane (previous application refused 25/00014/AGR)	barn expansion on Hoofield Lane		

Clotton Hoofield Parish Council Planning Register 2026

Tue 13 Jan 2026	26/00107/FUL	Galloway Cottage, High Street, Clotton, Tarporley CW6 0EG	Erection of a single-storey rear extention	Support	Approved
Mon 12 Jan 2026	26/00077/AGR	Land at High Street, Clotton, Tarporley	Erection of agricultural machinery storage building	Not consulted on	Decided – Prior Approval required and refused
Tues 17th Feb 2026	25/03439/FUL	Threeways, Hoofield Road, Huxley Chester CH3 9BL	Demolition of outbuilding and erection of outbuild as home office and games room.	Support	Awaiting decision
Mon 30th Mar 2026	26/00629/FUL	Rose Farm, High Street, Clotton, Tarporley CW6 0EG	Alterations and single storey extension of existing outbuilding to create a self-contained annexe ancillary to the main dwelling	Support	Awaiting decision
Thu 19 March 2026	26/00590/PIP	Land at Duddon Road, Clotton Tarporley	Erection of up to 9 dwellings and all associated infrastructure works	Objected	
Mon 20 Apr 2026	26/01199/AGR	Land At High Street Clotton Tarporley	Erection of agricultural machinery building	Not consulted on	

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
27/04/2026

Clotton Hoofield Parish Council

Clerk & RFO - Trudy Ryall-Harvey from 1st April 2025 - 31st March 2026
Email: cler@clottonhoofieldparishcouncil.co.uk
Mobile: 07784 486 767

Information included:

Bank Reconciliation (below)

Significant variances explanation

Explanation of High Reserves

Year End Accounts

Asset Register

Risk Assessment

Chairman for Year 2025-26
Charles Kinsey
Email: charles@kinseyfarming.co.uk

CASH BOOK

Balance brought forward	£9,632
PLUS: Receipts	£7,488
LESS: Payments	£6,468
	£10,652

BANK

Lloyds Current Account	£2,800
Lloyds Deposit Account	£7,852
LESS: unpaid cheques	£0
	£10,652

S137 Limit for 2025-26	£3,574
Total Spend for year	£20

Parish Council Minutes are available at
https://www.clottonhoofieldparishcouncil.co.uk/agendas-and-minutes/

Explanation of variances – pro forma

Name of smaller authority: **Clotton Hoofield Parish Council**

County area (local councils and parish meetings only):

Insert figures from Section 2 of the AGAR in all Blue highlighted boxes

Next, please provide full explanations, including numerical values, for the following that will be flagged in the

	2024-25 £	2025-26 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input, **DO NOT OVERWRITE THESE BOXES**	**Explanation from smaller authority (must include narrative and supporting figures)**
1 Balances Brought Forward	8,412	9,632				Explanation of % variance from PY opening balance not required - Balance brought forward does not agree, query this	
2 Precept or Rates and Levies	7,006	7,142	136	1.94%	NO		
3 Total Other Receipts	442	346	-96	22%	YES	Explanation not required, difference less than £200	**Decrease of £96 due to the following:-** Decreases in payments received: - £33 - Bank Interest - £356 - CIL money **TOTAL** - £389 Increase in payments received:- + £293 - VAT Rebate **TOTAL** - £293
4 Staff Costs	4,164	4,300	136	3.27%	NO		
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	2,064	2,167	103	5.01%	NO		
7 Balances Carried Forward	9,632	10,652				VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	9,632	10,652				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments an	5,079	5,079	0	0.00%	NO		
10 Total Borrowings	0	0	0	0.00%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

BOX 10 VARIANCE EXPLANATION NOT REQUIRED IF CHANGE CAN BE EXPLAINED BY BOX 5 (CAPITAL PLUS INTEREST PAYMENT)

Explanation for 'high' reserves

(Please complete the highlighted boxes.)

Box 7 is more than twice Box 2 because the authority held the following breakdown of reserves at the year end:

	£	£		
Earmarked reserves:				
Reserve 1	1048		Earmarked for CIL Projects	
Reserve 2	5133		Ring Fenced - Portion of Precept	
Reserve 3	470		Ring Fenced for Wildflower Planting	
Reserve 4	2500		Ring Fenced for Mid-term Election Costs	
Reserve 5				
Reserve 6				
		9152		
General reserve	1500			General Reserves
		1500		
Total reserves (must agree to Box 7)			**10652**	

Clotton and Hoofield Parish Counc **OUT-TURN 2025-26** **01/04/2026**

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	347	349	448	358	358	358	4,300	4,368	68
Professional service																
Insurance		241												241	289	48
Internal Audit		48												48	50	3
Payroll Services			79					124	21					224	212	-12
General Services																
Website							57			29		187		273	235	-38
Room Hire													45	45	60	15
Bank Service Charge		4	4	4	4	4	4	4	4	4	4	4	4	51	0	-51
Planter Maintenance				62										62	100	38
Admin & Expenses																
CHALC Membership		139												139	140	1
Other memberships (NALC/SLCC/Local Council's Direct)											51			51	110	59
Data Protection fee							47							47	35	-12
Admin					6			6			59			71	90	19
Post														0	0	0
Stationery		20			57			11			10			99	105	6
Office Allowance		52			52			52			52			208	240	32
Mileage		30			20			16			10			76	120	44
Training														0	150	150
Elections														0	0	0
Projects																
Ad Hoc Beneficial items (S137)								20						20	25	5
Community Events			500											500	500	0
Planting of Wildflowers														0	0	0
CIL Projects														0	0	0
Street furniture/Asset Maintenance														0	150	150
General Grants & Projects														0	0	0
Inflation %	***3.00%***	0	0	0	0	0	0	0	0	0	0	0	0	0	260	260
Contingency % of above	***1.50%***	0	0	0	0	0	0	0	0	0	0	0	0	0	105	105
TOTAL CASH OUT		**882**	**930**	**413**	**486**	**351**	**456**	**581**	**374**	**481**	**544**	**550**	**407**	**6,455**	**7,343**	888

RECEIPTS																
Precept		7,142												7,142	7,142	0
Bank Interest	Monthly	6.41	5.35	5.20	4.50	4.95	4.33	3.86	4.12	3.74	4.00	3.55	3.01	53	50	3
VAT recovery		175											117	293	150	143
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**	**4**	**4**	**4**	**4**	**4**	**120**	**7,488**	**7,342**	146
Transaction Cash flow		6,442	-925	-408	-482	-346	-451	-577	-370	-477	-540	-546	-287			

RESERVES																
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	**9,631**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**9,631**	

Clotton & Hoofield Parish Council Cashbook 2025-26

STATEMENT DATE	Description	Res	M/P	Power	People	Professional Services	General Services	Admin	Projects	Projects & Grants from Reserves	VAT Reclaim	Receipts	Totals	Comments	
					EXPENDITURE including VAT							RECEIPTS			
07/04/2025	Cheshire West and Chester	15	168									£7,142.00	7,142.00	Annual Precept Payment	1
08/04/2025	HMRC VTR	15	168									£175.23	175.23	VAT Rebate	2
09/04/2025	Interest	15	168									£6.41	6.41	Bank Interest	3
15/04/2025	Mrs T Ryall-Harvey	15	168	1	-£277.61								-277.61	Salary Tax Month 1	4
22/04/2025	Service Charge	15	168	8			-£4.25						-4.25	Bank Service Charge	
23/04/2025	Mrs T Ryall-Harvey	15	168	1				-£101.85			-£0.76		-102.61	Clerk's Expenses	5
23/04/2025	Cheshire Association of Local C	15	168	8				-£139.23					-139.23	Affliation Fees	6
23/04/2025	Phil Sanders	15	168	1		-£47.50							-47.50	Internal Audit	7
23/04/2025	Zurich Town, Parish and Comm	15	168	4		-£241.00							-241.00	Parish Council Insurance	8
28/04/2025	HMRC	15	168	1	-£69.40								-69.40	HMRC Payment for Tax Month 1	9
06/05/2025	Cheshire West and Chester	25	173	7					-£500.00				-500.00	Duddon Primary School	10
06/05/2025	PQR Limited	25	173	1		-£66.00					-£13.20		-79.20	Payroll for April - Sept 25	11
09/05/2025	Interest	25	173									£5.35	5.35	Bank Interest	12
19/05/2025	Service Charge	25	173	8			-£4.25						-4.25	Bank Service Charge	
25/05/2025	Mrs T Ryall-Harvey	25	173	1	-£277.61								-277.61	Salary Tax Month 2	13
28/05/2025	HMRC	25	173	1	-£69.40								-69.40	HMRC Payment for Tax Month 2	14
09/06/2025	Interest	25	173									£5.20	5.20	Bank Interest	15
12/06/2025	Mr R O Roberts	25	173	1			-£14.16				-£2.83		-16.99	Plants for Planter	16
16/06/2025	JE Nicholas	25	173	1			-£45.20						-45.20	Plants for Planter	17
17/06/2025	Service Charge	25	173	8			-£4.25						-4.25	Bank Service Charge	
25/06/2025	Mrs T Ryall-Harvey	25	173	1	-£277.61								-277.61	Salary Tax Month 3	18
27/06/2025	HMRC	25	173	1	-£69.40								-69.40	HMRC Payment for Tax Month 3	19
09/07/2025	Interest	25	173									£4.50	4.50	Bank Interest	20
21/07/2025	Service Charge	30	177	8			-£4.25						-4.25	Bank Service Charge	
23/07/2025	Mrs T Ryall-Harvey	25	173	1				-£125.59			-£9.57		-135.16	Clerk's Expenses	21
25/07/2025	Mrs T Ryall-Harvey	25	173	1	-£277.61								-277.61	Salary Tax Month 4	22
28/07/2025	HMRC	25	173	1	-£69.40								-69.40	HMRC Payment for Tax Month 4	23
11/08/2025	Interest	30	177									£4.95	4.95	Bank Interest	24
19/08/2025	Service Charge	30	177	8			-£4.25						-4.25	Bank Service Charge	
26/08/2025	Mrs T Ryall-Harvey	30	177	1	-£277.61								-277.61	Salary Tax Month 5	25
29/08/2025	HMRC	30	177	1	-£69.40								-69.40	HMRC Payment for Tax Month 5	26
09/09/2025	Interest	30	177									£4.33	4.33	Bank Interest	27
15/09/2025	ICO ZA190296	30	177	8				-£47.00					-47.00	Data Protection Registration	28
15/09/2025	Linux Internet	30	177	5			-£47.88				-£9.58		-57.46	Annual Cloud Hosting	29
19/09/2025	Service Charge	30	177	8			-£4.25						-4.25	Bank Service Charge	39
25/09/2025	Mrs T Ryall-Harvey	30	177	1	-£277.61								-277.61	Salary Tax Month 6	30
29/09/2025	HMRC PAYE	30	177	1	-£69.40								-69.40	HMRC Payment for Tax Month 6	31
08/10/2025	PQR Limited	30	177	1		-£103.50					-£20.70		-124.20	Payroll for Oct 25 - Mar 26	32
09/10/2025	Interest	30	177									£3.86	3.86	Bank Interest	36
20/10/2025	Service Charge	30	177	8			-£4.25						-4.25	Bank Service Charge	38

21/10/2025	Mrs T Ryall-Harvey	30	177	1				-£100.07			-£5.17		-105.24	Clerk's Expenses	33
27/10/2025	Mrs T Ryall-Harvey	30	177	1	-£277.61								-277.61	Salary Tax Month 7	34
29/10/2025	HMRC	30	177	1	-£69.40								-69.40	HMRC Payment for Tax Month 7	35
10/11/2025	Interest	37	179									£4.12	4.12	Bank Interest	37
12/11/2025	PQR Limited	37	179	1		-£17.50					-£3.50		-21.00	Bakcpay admustment to Payroll	40
20/11/2025	Service Charge	37	179	8			-£4.25						-4.25	Bank Service Charge	41
25/11/2025	Mrs T Ryall-Harvey	37	179	1	-£348.81								-348.81	Salary Tax Month 8	42
01/12/2025	HMRC	37	180	1	-£89.82								-89.82	HMRC Payment for Tax Month 8	43
03/12/2025	HMRC	37	180	1	-£71.60								-71.60	HMRC Payment for Tax Month 9	44
03/12/2025	Linux Internet	37	180	5		-£23.98					-£4.80		-28.78	2 Year Domain Registration	45
09/12/2025	Interest	37	179									£3.74	3.74	Bank Interest	46
19/12/2025	Service Charge	37	179	8			-£4.25						-4.25	Bank Service Charge	47
25/12/2025	Mrs T Ryall-Harvey	37	179	1	-£286.51								-286.51	Salary Tax Month 9	48
09/01/2026	Interest	37	179									£4.00	4.00	Bank Interest	49
19/01/2026	Service Charge	37	179	8			-£4.25						-4.25	Bank Service Charge	50
21/01/2026	Mrs T Ryall-Harvey	37	180	1				-£172.01			-£9.63		-181.64	Clerk's Expenses	51
23/01/2026	Mrs T Ryall-Harvey	37	180	1	-£286.31								-286.31	Salary Tax Month 10	52
30/01/2026	HMRC	37	180	1	-£71.80								-71.80	HMRC Payment for Tax Month 10	53
02/02/2026	TEEC						-£156.00				-£31.20		-187.20	.gov.uk domain registration	54
02/02/2026	Huxley Village Hall						-£12.00						-12.00	Room Hire	55
09/02/2026	Interest											£3.55	3.55	Bank Interest	56
19/02/2026	Service Charge						-£4.25						-4.25	Bank Service Charge	57
25/02/2026	Mrs T Ryall-Harvey				-£286.51								-286.51	Salary Tax Month 11	58
28/02/2026	HMRC				-£71.60								-71.60	HMRC Payment for Tax Month 11	59
09/03/2026	Interest											£3.01	3.01	Bank Interest	60
16/03/2026	Duddon and Clotton Village Hall						-£45.00						-45.00	Room Hire for 2025-26	61
17/03/2026	Service Charge						-£4.25						-4.25	Bank Service Charge	62
17/03/2026	HMRC VTR											£117.46	117.46	VAT Rebate for 2025-26	63
25/03/2026	Mrs T Ryall-Harvey				-£286.51								-286.51	Salary Tax Month 12	64
28/03/2026	HMRC				-£71.60								-71.60	HMRC Payment for Tax Month 12	65
TOTALS					**-4,300.14**	**-499.48**	**-371.24**	**-685.75**	**-500.00**	**0.00**	**-£110.94**	**£7,487.71**	**1,020.16**		

RECONCILIATION

Current Account	£2,799.65
Deposit Account	£7,852.02
TOTAL	£10,651.67
Less Uncleared Payments	£0.00
Earmarked for CIL Projects	£1,048.33
Ring fenced portion of precept held in reser	£5,133.34
Ring fenced for Wildflower Planting	£470.00
Ring fenced for Election Costs	£2,500.00
Earmarked for General Reserves	£1,500.00
TOTAL	**£0.00**

Year to date balance	£1,020.16
Balance Brought Forward	£9,631.51
Balance	£10,651.67

S137 limit for 2025-26 = £3,574.20

Cashbook Prepared by: Mrs T Ryall-Harvey
Clerk
02/04/2026

CLOTTON HOOFIELD PARISH COUNCIL

Asset Register - 2026

FIXED ASSETS	Purchase date	Cost	Location	Register Previously	Register 2020-21	Register 2021-22	Register 2022-23	Register 2023-24	Register 2024-25	Register 2025-26
1 HP Scanner	15/01/2017	£29.17	Clerk	£29.17						
1 Acer Laptop	19/01/2017	£215.83	Clerk	£215.83						
2 Display Boards	13/09/2017	£153.00	Clerk	£153.00						
2 x Noticeboards	Nov-20	£2,745	Hoofield & Clotton		£2,745					
1x Planter	Jan-20	£608.04	Hoofield	608.04						
1 x Planter	Jul-21	£578.04	Clotton (Bull's Head)			£578.04				
1 x Defibrillator & Case	Mar-24	£750.00						£750		
TOTAL		£5,079.08		**£1,006.04**	**£2,745**	**£578.04**	**£0.00**	**£750**	**£0**	**£0**

Mrs T Ryall-Harvey
Clerk,
Clotton Hoofield Parish Council
Reviewed: 20/04/2026
Next Review date: April 2027

CLOTTON HOOFIELD PARISH COUNCIL
Risk Assessment reviewed March 2026

Topic	Risk Identified	Risk Level H/M/L	Management of Risk	Staff action
Precept	Not submitted	L	Minute – RFO check & action	Diary
	Not paid by CWaCC	L	Minute - RFO check & action	Diary
	Adequacy of precept	H	Ongoing review	Diary
Other income	Cash handling	L	Avoid cash	Annual review of controls
	Cash banking	L	Bank recon. at every ordinary meeting	Member to verify
Grants	Claims procedure	M	RFO check & action	Diary
	Receipt of grant	M	RFO check & action	Diary
Investment Income	Receipt	L	RFO check & action	Diary
	Surplus funds	L	Review annually	Diary
Salaries	Wrong payment	M	RFO check & action	Member to verify
Direct costs	Invoice & cheque accurate	M	RFO check & action	Member to verify
Grants	Power & conditions	M	RFO check & action	Member to verify
Annual Audit and AGAR	Non submission of External Audit Paperwork	L	RFO to monitor and action	Member to verify
Election costs	Invoiced at correct rate	L	RFO check & action	RFO verify
VAT	Analysis	M	RFO check & action	RFO verify
	Claimed within time limits	M	RFO check & action	RFO verify
Reserves - General	Adequacy	L	Review - Minute - RFO check & action	RF0 opinion
Reserves - Earmarked	Adequacy	L	Review - Minute - RFO check & action	RF0 opinion
Assets	Loss, Damage etc	M	Annually review insurance cover	Diary
	Third party risk or damage	M	Annually review Public Liability insurance	Diary
Staff	Loss of Clerk	L	Manage risk as appropriate.	RF0 / member view
	Fraud by staff	L	Fidelity Guarantee value appropriate	Council review
Sustainability	Due to current low number of Parish Councillors, there is a risk of the meetings not being quorate	M	Clerk to check prior to meeting on attendance to ensure meeting is quorate	Clerk
	Risk to reputation and need to cancel meetings at short notice	M	Clerk to action	Clerk
Loss	Due to damage or third party	L	Annually review insurance cover	Diary
Maintenance	Reduced value of assets	M	Inspect annually	Diary
Legal Powers	Illegal activity or payment	M	Educate Council	Diary
Financial Records	Inadequate records	L	RFO check & action	Diary
Minutes	Accurate & legal	L	Review at following meeting.	Diary
Members Interests	Conflict of interest	M	DoI to be minuted, conflicts, addressed	Diary

Last Reviewed March 2026
Next reviewed March 2027

In all cases above the RFO / Clerk should regularly review and draw any unusual activity to the council's attention. Likewise councillors should check the minutes and financial records for accuracy before agreeing them.

Income received since the last meeting

Date	Received From	Gross Amount	Comment
09/02/2026	Interest	£3.55	Bank Interest
09/03/2026	Interest	£3.01	Bank Interest
17/03/2026	HMRC VTR	£117.46	VAT Rebate
09/04/2026	Interest	£3.33	Bank Interest
13/04/2026	Cheshire West and Chester Council	£7,321.00	Annual Precept Payment
09/05/2026	Interest		Bank Interest

Payments made since the last meeting - for approval

Date	Payable to	Net Amount	VAT	Gross Amount	Comment
02/02/2026	TEEC	£156.00	£31.20	£187.20	.gov.uk domain registration
02/02/2026	Huxley Village Hall	£12.00	£0.00	£12.00	Room Hire
19/02/2026	Service Charge	£4.25	£0.00	£4.25	Bank Charges
25/02/2026	Mrs T Ryall-Harvey	£286.51	£0.00	£286.51	Clerk's Salary Tax Month 11
28/02/2026	HMRC	£71.60	£0.00	£71.60	HMRC PAYE Tax Month 11
16/03/2026	Duddon and Clotton	£45.00	£0.00	£45.00	Room Hire
17/03/2026	Service Charge	£4.25	£0.00	£4.25	Bank Charges
25/03/2026	Mrs T Ryall-Harvey	£286.51	£0.00	£286.51	Clerk's Salary Tax Month 12
28/03/2026	HMRC	£71.60	£0.00	£71.60	HMRC PAYE Tax Month 12
07/04/2026	CHALC	£25.00	£0.00	£25.00	Training
16/04/2026	CHALC	£142.80	£0.00	£142.80	Annual Affiliation Fees
19/04/2026	Bank Charges	£4.25	£0.00	£4.25	Bank Charges
21/04/2026	Mr P Sander	£50.00	£0.00	£50.00	Internal Auditor
25/04/2026	Mrs T Ryall-Harvey	£286.44	£0.00	£286.44	Clerk's Salary Tax Month 1
28/04/2026	HMRC PAYE	£71.60	£0.00	£71.60	HMRC Payment Tax Month 1

Payments not yet made - for approval

Payable to	Net Amount	VAT	Gross Amount	Comment
Mrs T Ryall-Harvey	£286.44	£0.00	£286.44	Salary Tax Month 2
HMRC PAYE	£71.60	£0.00	£71.60	HMRC Tax Month 2
Mrs T Ryall-Harvey	£104.89	£17.20	£122.09	Clerk's Expenses - including contribution to mobile phone, office allowance, training, stationery, mileage etc

CLOTTON HOOFIELD PARISH COUNCIL

MEETING DATES 2026-27

Thursday 14th May, 2026 at 7.00pm (Annual Meeting)

Thursday 16th July, 2026 at 7.00pm

Monday 19th October, 2026 at 7.00pm

Monday 18th January, 2027 at 7.00pm

Thursday 20th May, 2027 at 7.00pm (Annual Meeting)

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

Meeting are held in Duddon Village Hall, CW6 0HD unless otherwise advertised on Agenda

Full Agenda's can be found on the Parish Council's website:-
http://www.clottonhoofieldparishcouncil.co.uk/