

# CLOTTON HOOFIELD PARISH COUNCIL ANNUAL GENERAL MEETING

Monday 17<sup>th</sup> May 2021 at 19:30 at Duddon Village Hall

## MINUTES

### PRESENT

Cllr Richard Roberts (Chair), Cllr Peter Manby, Cllr Geoffrey Bibby, Cllr Charles Kinsey, Cllr Jane Nicholas,

Public – 0

### APPOINTMENT OF CHAIR

01. **Resolved** – that Cllr Roberts, proposed by Cllr Manby, seconded by Cllr Bibby be elected as Chair for 2021-22 and unanimously agreed.
02. **Resolved** – that Cllr Kinsey, proposed by Cllr Roberts, seconded by Cllr Manby, & that Cllr Nicholas proposed by Cllr Roberts and seconded by Cllr Manby be elected as Vice-Chair for 2021-22 and unanimously agreed.

**APOLOGIES** - Cllr John Leather (CWaC), Cllr Harry Tonge (CWaC)

**DECLARATION OF INTERESTS** - None

**PUBLIC PARTICIPATION** - None

### MINUTES

03. **Resolved** that the Minutes of the Parish Council Meeting held on 15<sup>th</sup> March 2021 were accepted as a true record and signed by the Chairman.
04. **Resolved** that the Minutes of the Extra-Ordinary Parish Council Meeting held on 19<sup>th</sup> April 2021 were accepted as a true record and signed by the Chairman.

### ACTIONS SINCE LAST MEETING

The following actions were completed since the last meeting that were not otherwise on the agenda and discussed in the meeting: -

- **Planter** – Cllr Nicholas to follow-up.
- **Feasibility Study on Corkscrew Lane** – not moving forward as this has been removed from the budget and can be removed from the actions
- **Community Clean-Up** – review in September. Also it was reported following the previous meeting when it was actioned to write to the 50p Shop it was reported that they had in fact undertaken a litter pick of their area. The Clerk also emailed CWaC asking for confirmation that they were still undertaking litter picking of the layby but had not received a response.
- **Parish Council Vacancies** – it was reported that an advert had been put on the Duddon & Clotton Community Facebook site. It was agreed to contact the following to see if they would be interested: Stephen Harrison & Shraddha Sawant Grindrod. Stuart Roberts.  
Write out to businesses in Clotton and Hoofield over the next month.
- **Finance** – it was confirmed that the payments for approval had been processed since the last meeting: -  
The Change of Payroll Provider had been set up.  
The Internal Audit had been undertaken by Mr Sanders.
- **Flooding** – it was reported that a Flooding meeting had taken place with the Parish Council, residents, the Environmental Agency and CWaC Flooding Officer and that it would be discussed in detail later in the meeting.
- **PCSO** – it was reported that the PCSO had provided contact details in CWaC for arranging the necessary Speed Camera Training – however it was highlighted that areas within the Parish needed to be identified and accessed as safe for undertaking speed monitoring, locations were suggested outside the Bulls Head, in the layby on A51 towards Duddon and by Iddenshall.
- **Neighbourhood Development Plan** – this will be discussed later in the agenda.

## **CO-OPTION**

Following the advertisement of the vacancies for the Parish Council it was reported that no applications had been received. Cllr Roberts confirmed that the Parish Council would look to write to businesses to see if they would be interested in these vacancies.

## **PLANNING**

The Planning Register dated 10<sup>th</sup> May 2021 was circulated for Parish Councillors consideration.

It was noted that since the last meeting the following planning applications had been decided: -

20-04141/FUL – 1 Yew Tree Bank, Clotton – Approved

It was reported that since the last meeting the following applications had been received: -

21/00802/FUL – Land Adjacent to Rose Farm, High Street – Submit a neutral response

21/01077/FUL – Iddenshall Grange, High Street – it was agreed to support this application.

It was reported that residents had contacted the Parish Council with regards to the allotment next to the Old Methodist Church on the A51 – this had been reported to Planning Enforcement.

They have installed a pond; built a pergola; built a summer house; have chickens on site and a polytunnel. The front field is used for car parking. CCTV has also been installed.

**ACTION:** Chase with Enforcement – also copy in Cllrs Leather and Tonge.

**ACTION:** Chase with Solar Energy Company for the assessment of the impact from Beeston Castle.

## **AUDIT**

The Chairman reported that the last 12 months had been challenging due to the lockdown for both the community and individuals and also for the Parish Council. However, the Parish Council has made positive progress and positive outcomes have included: -

The recruitment of a permanent Parish Council Clerk,  
The referendum approved the Neighbourhood Development Plan,  
The Parish Council has been instrumental in reducing the speed limit of the A51 through Clotton to 40mph,  
Supporting the community throughout the Pandemic,  
Creating a Community Speed watch group,  
Increased our Facebook presence by 60%.

The Chairman continued by reporting on the newsletters that have been hand delivered over the last 12 months to residents; confirmed that the new planning process was working well; that the recent flooding working group was productive and the follow-up on site meetings with residents was also a positive step forward.

The Chairman thanked the Parish Councillors for their contribution and support and also thanked the Parish Clerk for the rigour and strong governance that she had brought to the running of the Parish Council.

Cllr Manby reported that he felt that the last year with the Chairman and Vice-Chairman in post together with the new clerk had resulted in a most productive and effective Parish Council.

### **Summary of Accounts for 2019-20**

**05. Resolved** to accept the accounts for the year 2020-21.

### **Certificate of Exemption**

**06. Resolved** that the Council wish to certify themselves as exempt from a limited assurance review.

### **Annual Internal Audit Report for 2020-21**

The council noted the report dated 10th April 2020 from the Internal Auditor.

### **Annual Governance Statement 2020-21**

07. **Resolved** that the Council agree to all points on the Governance Statement, Section 1 of the Annual Governance and Accountability Return (AGAR) 2020-21  
Accounting Statement for 2020-21
08. **Resolved** that the Council agree the accounting statement of the AGAR 2020-21.  
Notice of Public Rights
09. **Resolved** that the Council accept the signing of the Notice of Public Rights.

### ACCOUNTS

10. **Resolved** to accept the cash book and YTD summary dated 10/05/2021.
11. **Resolved** to accept the income of £0.06 from Bank Interest and £6,332 from CWaC Precept
12. **Resolved** to accept the payments since the last meeting of: -

Clerk's Salary	Tax Point 1	£219.59
Clerk's Salary	Tax Point 2	£219.59
Clerk's Expenses		£162.70
Account Centre	Payroll for March	£12.00
CHALC Subscription	Annual Subscription	£129.96
Came and Co Insurance	Annual PC Insurance	£218.00
Phil Sanders	Internal Auditor	£51.00

### Bank Reconciliation against Cashbook YTD

13. **Resolved** to approve the Bank Reconciliation as presented to the meeting dated 10<sup>th</sup> May 2021.

### To review and note comments made by Internal Auditor for 2020-21

Following P Sanders undertaking the Internal Audit for 2020-21, the Clerk circulated the comments of the Auditor together with suggested amendments, these were agreed.

### To approve payments that can be made between meetings for 2020-21

14. **Resolved** to approve the payments of the following items in between meetings for 2020-21 in line with budget: -

Clerk's Salary, HMRC Tax Payments, Mileage, Training, Insurance, 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 for 2021-22

15. **Resolved** to approve payment of the Insurance for 2021-22 at a cost of £218.00

### CHALC Subscription

16. **Resolved** to approve payment of the annual CHALC subscription at a cost of £129.66

### Clerk's Mobile Phone

17. **Resolved** to approve contribution towards a dedicated mobile phone for the clerk to be split between four Parish Councils.

### HIGHWAYS

The issues logged via CWaC Report IT system have been reported, logged, monitored and updated since the last meeting.

Hedges in the dip just after the Hoofield/Burton sign towards Burton – hedges/foliage are over growing and causing an obstruction.

The following issue were closed: -

- Slurry on Footpath along A51
- flooding on Cinder Lane

It was highlighted that reporting to CWaC needs to be tightened up and maybe a priority ranking system be implemented on the Parish Council's issues logged report, also residents should be encouraged to report issues directly to CWaC.

**ACTION:** Add an escalation column on the Highways Spreadsheet  
**ACTION:** remind residents via Facebook to use CWaC Report It

## **NEIGHBOURHOOD DEVELOPMENT PLAN**

Cllr Manby reported upon the Referendum count that he and Cllr Roberts attended.

The Referendum relating to the adoption of the Clotton Hoofield Neighbourhood Plan was held on Thursday, 6 May 2021. The question which was asked in the Referendum was:

"Do you want Cheshire West and Chester Council to use the Neighbourhood Plan for the Clotton Hoofield area to help it decide planning applications in the neighbourhood area?"

### Result

Response votes	Yes 89
	No 19

Turnout	33% (111 votes)
---------	-----------------

Cllr Manby confirmed that it would now go to CWaC to formally 'make' the Neighbourhood Plan.

Cllr Roberts thanked Cllr Manby and all of the Neighbourhood Development Group for all of their hard work in undertaking this project.

**ACTION:** Review at the next meeting the actions required within the Neighbourhood Plan.

## **FLOODING**

Following a meeting with the Environmental Agency, CWaC Flooding Officer, residents and the Parish Council on Monday 10<sup>th</sup> May – the notes of the meeting were circulated at the Parish Council meeting. It was reported that a site meeting had been arranged with the CWaC Flooding Officer on 14<sup>th</sup> May to walk around the Parish and discuss flooding issues and meet residents affected by the flooding.

At the meeting they reviewed the Waterless Brook on Corkscrew Lane, where the neighbouring property had been flooded – following a discussion with the owner, CWaC confirmed that they will instruct a consultant to undertake an independent review and report back with actions required.

On the A51 – the culvert and drains were reviewed along the A51 and it was agreed that further information about where the drains went should be sought and it was also agreed that an independent report would be undertaken of this area.

On Cinder Lane – CWaC reviewed this area – it was confirmed that there is a drain under the road. It was suggested that highways undertake clearance of this drain and this may result in encouraging the landowners to take responsibility for their areas. Cllr Bibby to review with the landowners and hopefully arrange a site meeting in the future with CWaC & Ward Councillors etc.

**ACTION:** Follow-up with CWaC to get any feedback and next steps and progress on the survey's being undertaken.

## **ROLES AND RESPONSIBILITIES**

Lead members for the year 2021-22 were agreed as follows: -

Cheque signatories – Cllr P Manby, Cllr J Nicholas, Cllr R Robert, Cllr G Bibby  
Communications & Events – Cllr R Roberts  
Duddon CWM Hall – Cllr G Bibby  
Footpaths, Footways, Pavements & Bridleways – Cllr C Kinsey & Cllr R Roberts  
Highways Matters & A51 – All Councillors  
Environment & Litter Picking – Cllr R Roberts & Cllr G Bibby  
Neighbourhood Plan – Cllr P Manby  
Public Transport – Cllr P Manby  
Local Public Transport Provision – Cllr R Roberts  
Planning – All Councillors  
Tarvin Educational Foundation – Cllr R Roberts  
Training - Clerk  
Facebook & Twitter – Clerk

**POLICIES**

18. **Resolved** to review the policies circulated again in May 2022.

**DATES OF MEETINGS FOR 2021-22**

19. **Resolved** to accept the meetings schedule as listed below: -

Monday 19th July, 2021 at 7.30pm  
Monday 20th September, 2021 at 7.30pm  
Monday 15th November, 2021 at 7.30pm  
Monday 17th January, 2022 at 7.30pm  
Monday 21st March, 2022 at 7.30pm  
Monday 16th May, 2022 at 7.30pm (Annual General Meeting)

Meetings take place every other month. Extraordinary meetings are called as required and will be advertised on the Notice Boards. Meeting are held in Duddon Village Hall, CW6 0HD unless otherwise advertised on Agenda.

**NEWSLETTER TOPICS**

- Duddon Village Hall
- Flooding
- Neighbourhood Planning Update

Review the use and purpose of the newsletter at the next meeting.

**DATE OF THE NEXT MEETING**

The next meeting would take place on Monday 19<sup>TH</sup> July 2021.

The meeting closed at 21.31

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

Trudy Ryall-Harvey, Clerk  
17/05/2021