

CLOTTON HOOFIELD PARISH COUNCIL MEETING

Monday 15th November 2021 at 19:30 at Duddon Village Hall

MINUTES

PRESENT

Cllr Richard Roberts (Chair), Cllr Geoffrey Bibby, Cllr Jane Nicholas, Cllr Charles Kinsey (Acting Chair until Cllr Roberts arrival), Cllr John Leather (CWaC)

Clerk: Mrs T Ryall-Harvey

Public – 1

APOLOGIES - Cllr Harry Tonge (CWaC)

DECLARATION OF INTERESTS - None

PUBLIC PARTICIPATION - None

MINUTES

27. **Resolved** that the Minutes of the Parish Council Meeting held on 20th September 2021 were accepted as a true record and signed by the Acting 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: -

Richard Roberts joined the meeting.

Parish Council – Cllr Leather suggested that the Parish Council undertaking a project may encourage residents to become interested in Parish Council matters. Monitor this moving forward and review.

If the Parish Council were looking to merge, then the system would be to speak to potential partners and then undertake a survey – it was confirmed that guidance should be sought from CWaC if this was something that Clotton Hoofield PC were considering. It was agreed not to take this further at this time.

ACTION: Suggested organising a joint meeting to discuss a jubilee event between Duddon & Burton Parish Council and Clotton Hoofield Parish Council and would they be willing to have a joint face to face meeting.

Community Clean-up – no action required.

Speed Awareness Training - Chase Ian Rutherford re official paperwork for speed awareness training. Cllr Roberts raised concern about the quality of training provided by CWaC.

Communicate with new PCSO to see if they would be willing to assist in speed watch initiatives with residents.

- **Finance** - payments had been processed that were approved.
 - Money pledged to Beeston & Tarporley Station Reopening Scheme has been paid
 - Remembrance Sunday Crosses have been purchased and displayed across the Parish
- **Highways** – Copy of Highways Report has been shared with Cllr Leather
- **PC Matters** – Copy of Action notes from Collaboration Meeting has been shared with Cllr Leather
- **Planning** – Assessment of Impact from Beeston Castle of Solar Energy report has been shared with PC
- **Website** – the Clerk has put the minutes of the previous meetings on the website.

ENVIRONMENTAL ISSUES

Flooding

Cllr Leather reported that the group looking at the S19 cases have now send out responses to residents. Cllr Roberts reported that he had recently put a briefing out on Facebook with regards to the actions undertaken by CWaC and their responsibilities.

ACTION: Chase CWaC with regards to the S19 cases in this area.

Cllr Leather confirmed that he arranged a meeting with Karl Farrow following Adam Ryders departure in relation to S19 issues raised, at this meeting he also raised flooding issues on Cinder Lane and he undertook to keep the pressure on with regards to this and whether there is any solution that CWaC can be involved in.

ACTION: Get confirmation that Clotton Hoofield gullies have been cleared out – copy Cllr Leather in.

ACTION: Can we get a copy of CWaC drainage maps – Maria Roberts at CWaC.

ACTION: Can we get an update in relation to the S19's covering Clotton & Hoofield

ACTION: Ask for a catch-up meeting with Maria Roberts at CWaC.

Speed Watch Update

Cllr Roberts reported on the Speed Watch training that had been undertaken by himself and two residents with CWaC to allow them to now go out with the Speed Camera and monitor traffic on A51. Already covered in actions.

PLANNING

The Planning Register dated 4th November 2021 was circulated for Parish Councillors consideration.

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

21/00088/FUL Brooklea, Duddon Road, Clotton – single storey rear extension and first floor side extension —
Approved

21/00802/FUL Land Adjacent to Rose Farm, High Street, Clotton – Erection of a 4 bedroom detached dwelling -
Refused

ACTION: Follow-up with Enforcement for Allotment site.

ACTION: Circulate feedback from 21/00802/FUL Land Adjacent to Rose Farm for the Council's better understanding of CWaC's considerations.

Proposed Solar Panel Project – the report received from Anesco regarding the impact on the visual landscape of the proposed Solar Panel Project was circulated around the Parish Council and noted.

The Parish Council welcomed the planting strategy that had been proposed. It was confirmed that the planning application had been submitted on 10th October 2021 and the Parish Council undertook to wait until CWaC had verified the application prior to considering a response.

Planning Applications on Facebook – It was agreed to put on Facebook future Planning applications received in from CWaC to raise the awareness amongst residents and pointing residents in the direction of CWaC should they wish to submit a response.

ACCOUNTS

28. **Resolved** to accept the cash book and YTD summary dated 8th September 2021.

To note the income of £0.09 in October from Bank Interest

To note the payments since the last meeting of: -

Clerk's Salary	Tax Point 7	£219.59
Clerk's Salary	Tax Point 8	£219.39
Clerk's Expenses		£88.42
Autela Payroll Services	Q2 Payroll	£50.40

Beeston & Tarporley Station Re-opening	Grant	£250.00
One.com	Website Annual Subscription	£170.24
CHALC	Facebook Training for Clerk	£30.00

Bank Reconciliation against Cashbook YTD

29. **Resolved** to approve the Bank Reconciliation as presented to the meeting dated 4th November 2021.

Budget Requirements for 2022-23

The Clerk sought confirmation of any projects that Parish Council wished to consider to include within their budget for 2022-23.

ACTION: Circulate draft budget for Parish Councillors to review.

Include in potential Jubilee Event.

Include in Clerk's Training for 2022-23 (CILCA Course)

Training for Clerk

30. **Resolved** to support the clerk in the following training: -
 FiLCA at a cost of £120+ VAT to be split between 4 PC's
 Facebook Training £30.00

HIGHWAYS

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

The following issues were reported since the last meeting: -

- Road Flooded on corner opposite entrance of K9 Kennels on Corkscrew Lane
- Willington Lane on approach to junction with A51 – Gullies required clearing
- Blocked Drains on left hand side heading toward Burton after the 50p Shop
- Mud on Road along Hoofield Lane, Hoofield
- Fly Tipping on Corkscrew Lane - Cleared
- Faulty 'Give Way' Sign and poor road markings on junction of Willington Lane and Wood Lane – Escalate to Karl Farrow.

- 06/06/2021 – Missing Sign – 40mph signs on the right heading to Tarporley – this still needs to be investigated.

- Street lights in Clotton Hoofield – Cllr Leather has reported a number of these and escalated and would like feedback as to if this work has been undertaken.

PARISH COUNCIL MATTERS

Risk Assessment

Cllr Roberts highlighted the Parish Council reviews the Risk Assessment annually however additional items were raised for inclusion: -

Sustainability – sufficient Councillors to form a Quorum – manage the risk 'M' – Look into what actions are allowed under emergency measures.

Risk to reputation and needing to cancel meetings at short notice due to not being Quorate.

Annual Audit and AGAR – None submission of Annual Audit - 'L' risk

Policies & Documents for Small Councils – the Clerk circulated for Parish Council's review a list of recommended Policies and Documents that the Parish Council should have in place, it was agreed to note these.

ACTION: Look at Communications Protocols.

Publications Policy

31. **Resolved** to adopt the Publications Policy as circulated.

Facebook- the Chairman circulated for members information data in relation to the Parish Council's Facebook site. Councillors felt that this was a good way to keep residents updated with news from the Parish Council.

170 People currently follow the Parish Council Facebook page – Cllr Roberts reported that there has been an increase due in part to pictures that were added to posts.

ACTION: Check with Adele Mayer – Footpaths Officer regarding footpaths that have been repaired in the area.

ACTION: Check with Hargrave and Huxley if their footpaths have been repaired.

Social Media Health Check – the Clerk reported upon a Social Media Health Check that had been completed on the Parish Council's Facebook site.

NEWSLETTER

Look to draw the next Newsletter together for Spring 2022.

PART 2

CLERK

32. **Resolved** unanimously that the Clerk's salary pay-scale increase by one scale point from SCP 26 to SCP 27, back dated to 14th October 2021.

DATE OF THE NEXT MEETING

The next meeting would take place on Monday 17th January 2022.

Signed Dated

Items for Action

Date	Action	Responsible Person	Status
21-09-2020	Parish Council Vacancies: -		Review again in 6 months
15-11-2021	Community Engagement - Suggest a meeting with Duddon & Burton Parish Council to see if they would be interested in holding a joint event to celebrate the Queens Platinum Jubilee	Clerk	
15/11/2021	Finance: - - Pay invoices - Draft Budget for 2022-23	Clerk/Cllr Nicholas Clerk	Paid
15-11-2021	Policies & Documents - Look at Communications Protocols from SLCC - Add Publications Policy to Policy Summary	Clerk Clerk	
18-05-2021	Planning: - - Chase Enforcement for update re Allotment Site - Circulate Feedback from 21/00802/FUL	Clerk Clerk	Emailed 16-11-21 Emailed 16-11-21
20-09-2021	Neighbourhood Development Plan: - Review in July 2022		
18-05-2021	Flooding: - - Chase Stuart Bateman regarding whose responsibility it is to take the water from Cinder Lane - Chase CWaC re S19 cases in area. - Get confirmation of when the gullies in Clotton & Hoofield have been cleared. - Request a copy of the drainage maps from CWaC - Request an update from CWaC regarding S19 cases - Request meeting with Maria Roberts	Cllr Leather/ Cllr Bibby Clerk Clerk Clerk Clerk	 Emailed 16-11-21 Emailed 16-11-21 Emailed 16-11-21 Emailed 16-11-21
15/11/2021	Website <i>include following items on the website: -</i> - Put minutes of meetings on website	Clerk	
15-11-2021	Footpaths - Contact Adel Mayer re footpaths that have been repaired in area - Email Hargrave and Huxley PC to see if their stiles have been repaired	Clerk Clerk	 Emailed 16-11-2021