

MEETING OF CLOTTON HOOFIELD PARISH COUNCIL

Monday 16th October 2023 at 19:00

at Duddon, Clotton and District Memorial Hall

MINUTES

PRESENT

Cllr Geoffrey Bibby, Cllr Jane Nicholas, Cllr Charles Kinsey (Chair), Cllr D Roberts, Cllr R Roberts, Cllr T Lush (Ward Councillor)

Clerk: Mrs T Ryall-Harvey

Public – 0

APOLOGIES – Apologies were received and accepted from Cllr T Cooper (Ward Councillor) & PCSO James Hannath.

PARISH COUNCIL VACANCIES

Following the uncontested election on 4th May and there currently being 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.

EXCLUSION OF PRESS AND PUBLIC

The council agreed that there was nothing that required the exclusion of the press and public to be raised at this meeting.

PUBLIC PARTICIPATION –

Cllr T Lush commented on a recent planning application within the area 22/00053/FUL Land at Duddon Road, Clotton for the proposed erection of agricultural building to assist with allotment operations. Cllr Lush reported that he had reviewed all notes from residents and the Parish Council in relation to this application and he believed that the planning department had considered this application fairly and taken into account all planning considerations before approving the application.

Cllr Bibby raised concerns about residents previously reporting anti-social behaviour take place on the site. However, identified that this was not a consideration and was something that the Parish Council had reported to the Police at the time.

Cllr Lush encouraged members to go to the Town and Parish Council Connections Event on Planning schedule to take place on 29th November.

Cllr Lush also encouraged Parish Councillors to report all issues via the CWaC Report It App. He emphasised the importance of the need for all residents and Parish Councillors to report any issues this way to escalate issues in the area.

Cllr Kinsey joined the meeting.

CORRESPONDENCE

CWaC Town and Parish Connections event on Planning – Wednesday 29th November 2023 – volunteers were sought to attend this virtual event. Cllr Nicholas and Cllr D Roberts agreed to attend.

CWaC Statutory Review of Chester West and Chester Polling District and polling Place – was received, circulated around the Parish Council and noted.



Police and Crime Commissioner Annual Report – was received, circulated around the Parish Council and noted.

PCSO Newsletter – was received, circulated around the Parish Council and noted.

The Parish Councillors noted that the Newsletter reported no major concerns within the Clotton Hoofield area, but sought clarification as to how many times the TruCam had been deployed in Clotton and Hoofield and the locations.

MINUTES

31. **RESOLVED:** that the Minutes of the Parish Council Meeting held on 17th July 2023 were accepted as a true and accurate record and signed by the Chairman.

ACTIONS SINCE LAST MEETING

ACTIONS still outstanding:-

- Chase the Corkscrew Sign that needs to be replaced reported 4th September 2022 - HW449173893 – it was reported that CWaC had reported that this had now been ordered.
- Advertise that hedges can be cut for safety reasons.
- Request Police presence at the Parish Council Meeting – the Clerk had submitted an email invited the PCSO but they had sent their apologies therefore it was agreed to invite them to the next PC meeting in January 2024.

The following actions were completed since the last meeting:

- Information relating to the Tarporley War Memorial Defibrillator Training had been put on the Parish Council's facebook site.
- Clerk had spoke with Duddon Parish Council about a Defibrillator machine – they have confirmed that the thought it would be a good idea but was unsure where it should be located.

ACTION: Find out costs of Defib Machine and casing.

ACTION Cllr D Roberts to speak to owner of The Bulls Head to see if we could house a Defib Machine on site.

- **Finance** - payments had been processed that were approved.
- **Website** – the Clerk had put the minutes of the previous meetings on the website.
- The Parish Council had included the information seeking volunteers to assist with the running of the Duddon, Clotton and District War Memorial Hall on their facebook site.

PLANNING

The Planning Register dated 11/10/2023 was circulated for Parish Councillors information.

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

22/00053/FUL – Land at Duddon Road, Clotton, Tarporley – Erection of agricultural buildings to assist with allotment operations (Retrospective) – **approved**.

23/03002/FUL – 1 Grange Cottages, Duddon Road, Clotton, Chester CW6 0EG – Dropped kerb and new entrance -- **approved**.

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

23/02280/FUL – 2 Hoofield Hall Cottages, Corkscrew Lane, Clotton CH3 9BU – Removal of single storey garden room, store and WC to be replaced with two storey extension – the Parish Council submitted a **neutral** response to this application.

23/02869/FUL – Orchard House, Corkscrew Lane, Clotton CW6 0EG – Single storey rear extensions – the Parish Council submitted a response in **support** of this application.

23/02156/DIS - Ivy House, Willington Lane, Clotton CW6 0HQ – Application to discharge condition 3 (materials) of planning permission 20/02330FUL – the Parish Council was not consulted on this - This planning discharge matter had been **approved**.

23/02423/DSM – Adjacent Burton Lodge, Burton Road, Curton, Chester - Telecommunications Pole Ref: WF4C6M8Y – the Parish Council were not consulted on this matter.

It was noted that since the last meeting a response had been received in relation to the Planning Enforcement reference 21/00181/EMCOU – Land at Duddon Road, Clotton Tarporley – Allotment being created on agricultural

land. The report from the Planning Enforcement Team was circulated at the meeting and it was noted that retrospective permissions had been sought and the case had now been closed.

ACCOUNTS

Cashbook

32. **RESOLVED** to accept the cash book and YTD summary dated 11/10/2023.

Bank Reconciliation against Cashbook YTD

33. **RESOLVED** to approve the Bank Reconciliation as presented to the meeting dated 11/10/2023.

Income and Payments since the last meeting

34. **RESOLVED** - To note the income received of:

£8.79 in August, £11.11 in September and £9.24 in October for Bank Interest

35. **RESOLVED** - To note the payments since the last meeting of: -

Payments made since the last meeting for approval

Date	Payable to	Net Amount	VAT	Gross Amount	Comment
25/08/2023	Mrs T Ryall-Harvey	£255.13		£255.13	Salary Tax Month 5
25/08/2023	HMRC PAYE	£63.80		£63.80	HMRC Tax Month 5
15/09/2023	ICO ZA	£35.00		£35.00	Data Protection Subscription
25/09/2023	CWaC- Council Fund	£3,250.00	£650.00	£3,900.00	A51 Seed Reduction Contribution
25/09/2023	Mrs T Ryall-Harvey	£255.13		£255.13	Salary Tax Month 6
25/09/2023	HMRC PAYE	£63.80		£63.80	HMRC Tax Month 6
27/09/2023	CWaC- Council Fund	£181.00		£181.00	Fees & Charges for PC Election
09/10/2023	PQR Limited	£85.50	£17.10	£102.60	Payroll Services for Oct 23 - Mar-24 & EOY
09/10/2023	One.com	£143.87	£28.77	£172.64	Website Hosting Plan and Domain Name Renewal

Payments not yet made for approval

Date	Payable to	Net Amount	VAT	Gross Amount	Comment
	Mrs T Ryall-Harvey	£255.13		£255.13	Salary Tax Month 7
	HMRC PAYE	£63.80	£5.88	£69.68	HMRC Tax Month 7
	Mrs T Ryall-Harvey	£109.10	£1.44	£110.54	Clerk's Expenses

CHESHIRE WEST AND CHESTER COUNCIL

Highways

A list of items that had been reported to CWaC for action was circulated around the Parish Councillors for information. It was reported that the items reported in July and August 2023 had now been rectified.

Cllr Roberts reported on a recent meeting with Highways where two officers attended and walked along Corkscrew Lane and also down Willington Lane. Cllr Roberts reported he found the meeting to be of benefit as it highlighted to officers the poor condition of Corkscrew Lane however due to the road's classification he was concerned that the repair work would never get fully resolved even though the road is busy due to it being a cut through to get to Tattenhall. Cllr Roberts reported that the Officers had undertook to arrange for patching of the worse areas and it was important that moving forward all potholes along this road be reported for repair. The Clerk reported that the Officers felt that Willington Lane was in good repair, there were a few gullies that looked to be covered by leaves that CWaC would encourage Parish Councillors to report these

Cllr Lush recommended that all potholes should be reported via the CWaC App.



ACTION: It was suggested that CWaC Highways be requested if a traffic survey on Corkscrew Lane could be undertaken.

PARISH COUNCIL MATTERS

Village Hall – following the report at the last meeting that the future of the Village Hall was in jeopardy due to the Chairman resigning. It was believed that two residents of Duddon had since come forward to assist in the running of the facility.

Newsletter – a discussion with regards to if the Parish Council felt an Annual Newsletter should be produced and circulated was instigated by the Cllr Kinsey. It was agreed that due to the nominal amount of news that could be included in the newsletter at this time that items should be post on Facebook.

Items to be included on Facebook were:-

- Remembrance Poppies
- Christmas Wishes
- Publish the Dial a Ride Information.
- Library Services in the area
- Parish Council Vacancies

Noticeboard

It was agreed that the Noticeboard information should be refreshed to include:-

- PCSO Details
- Dial a Ride Information
- Parish Council Contacts

DATE OF THE NEXT MEETING

The date of the next Parish Council meeting was Monday 15th January 2024 at 7.00pm in Duddon, Clotton and District Memorial Hall.

Signed  Dated 15/1/2024