

MEETING OF CLOTTON HOOFIELD PARISH COUNCIL

Monday 15th January 2024 at 19:00

at Duddon, Clotton and District Memorial Hall

MINUTES

PRESENT

Cllr Geoffrey Bibby, 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 Jane Nicholas and Cllr T Cooper (Ward Councillor).

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 –

- Fibre to Homes Update – it was reported that BT Openreach had installed the fibre lines down Willington Lane but residents are not able to sign up yet. **ACTION** – Clerk undertook to email Stephen Harrison.
- It was reported that there had recently been two road traffic accidents at the junction of Wood Lane and Willington Lane. It was requested if any further information on these accidents could be sought. **ACTION** – Clerk to contact PCSO to see if further information is available.

CORRESPONDENCE

Resident Email – it was noted that a complaint had been received from a resident, however it was noted that the property in question was not in the Parish and therefore it was agreed to forward to the appropriate Parish Council.

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

D-Day 80 – information had been received regarding the upcoming D-Day Celebration on 6th June 2024, this was noted.

National Planning Policy Framework – a briefing note following the National Planning Policy Framework was received, circulated and noted.

ACTION: Cllr Lush to ask CWaC to add an item to the CWaC Parish and Town Council Conference on 6th March.

ACTION: find out who the agent who assisted with the Neighbourhood Plan development.

Police and Crime Commissioner – Budget for 2024-25 – information relating to the Police and Crime Commissioner set his budget for 2024-25 was received, circulated around the Parish Council and noted.

Cheshire West and Chester's Town and Parish Council Conference – 6th March - Cllr Kinsey and Cllr Nichols to attend.

MINUTES

35. **RESOLVED:** that the Minutes of the Parish Council Meeting held on 16th October 2023 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.
ACTION: Clerk to write to 50p shop to see if they would allow an externally access Defib Machine.
ACTION: Wait until new owners of Bulls Head and then check with them about installing a defib machine
- 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 to attend the January Meeting but they sent their apologies.
ACTION: Invite to April Meeting.

The following actions were completed since the last meeting:

- Costs of Defib Machine and casing circulated for PC's consideration.
- **Finance** - payments had been processed that were approved.
- **Website** – the Clerk had put the minutes of the previous meetings on the website.
- Clerk Emailed CWaC to ask for a road traffic survey to be completed on Corkscrew Road.

PLANNING

The Planning Register dated 05/01/2024 was circulated for Parish Councillors information.

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

23/03423/LDC – The Riddings, Willington Road, Duddon, Chester CW6 0UG – Proposed erection of 2 single story outbuildings to comprise a double garage/home office and a pool/gym/garden room, new rear patio and additional driveway and turning area to the front to join existing driveway – the Parish Council had not been consulted on this matter.

ACTION: Clerk to ask why the Parish Council were not consulted on this matter.

23/03883/DSM – Wood Lane, Clotton, Hoofield, CW6 0HH – Installation of telecommunication Pole/s – Ref WF9L510N – the Parish Council had not been consulted on this matter – **decided**.

23/036354/FUL – Wynnstay House, High Street, Clotton CW6 0EH – Conversion and extension of existing garage, studio/office to form self-contained residential annexe within curtilage of existing dwelling. Existing external staircase to be removed and replace with extension – The Parish Council **supported** this application.

23/03281/LDC – 4 Yew Tree Farm Barn, Duddon Road, Clotton CW6 0EH – Lawful Development Certificate for existing land used as domestic garden by occupiers from 2016 to present – The Parish Council provided a **neutral** response to this application.

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

23/02869/FUL – Orchard House, Corkscrew Lane, Clotton CW6 0EG – Single storey rear extensions – **approved**.

ACCOUNTS

Cashbook

36. **RESOLVED** to accept the cash book and YTD summary dated 05/01/2024.

Bank Reconciliation against Cashbook YTD

37. **RESOLVED** to approve the Bank Reconciliation as presented to the meeting dated 05/01/2024.

Implementation and backdate of the new Pay Scale Award for 1st April 2023 onwards.

It was reported that following the agreement on the new pay scales for 2023-24 to be implemented from 1 April 2023. Employers are encouraged to implement this pay award as swiftly as possible.

38. **RESOLVED** to the agreed new pay scales for 2023-24 and this be backdated to 1st April 2023.

SLCC Membership for 2024

39. **RESOLVED** that the payment for the Clerk's membership to SLCC be approved – costing £188.00, to be split between five parish council.

Income and Payments since the last meeting

40. **RESOLVED** - To note the income received of:
£9.57 in November, £9.89 in December and £8.97 in January for Bank Interest
41. **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
24/11/2023	Mrs T Ryall-Harvey	£255.13	£0.00	£255.13	Salary Tax Month 8
27/11/2023	HMRC PAYE	£63.80	£0.00	£63.80	HMRC Tax Month 8
22/12/2023	Mrs T Ryall-Harvey	£380.11	£0.00	£380.11	Salary Tax Month 9
28/12/2023	HMRC PAYE	£95.00	£0.00	£95.00	HMRC Tax Month 9

Payments not yet made - for approval

Date	Payable to	Net Amount	VAT	Gross Amount	Comment
	Mrs T Ryall-Harvey	£269.24	£0.00	£269.24	Salary Tax Month 10
	Mrs T Ryall-Harvey	£67.20		£67.20	HMRC Tax Month 10
	Mrs T Ryall-Harvey	£179.33	£5.09	£184.42	Clerk's Expenses - including contribution to mobile phone, office allowance, training, stationery, mileage etc

PARISH COUNCIL MATTERS

Storm Babet, Ciaran and Henk – it was reported that during Storm Babet - Corkscrew Lane (Waterless Brook) was seen to significantly flood which resulted in the lane being unpassable for 24 hours. This was reported to CWaC however they did not attend the incident, nor did they put road closed sign in place as they have done previously. Several vehicles got into difficulty and had to be pull out.

It was reported that it was believed that Brook Cottage may have flooded during Storm Babet and again during Storm Henk.

It was reported that the Clerk had requested the gullies/drains be reviewed and checked to see if they need jetting again - HW555947250.

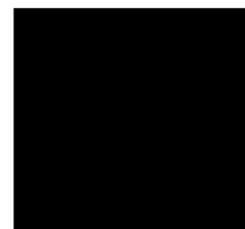
ACTION: Clerk to email Maria Roberts LLFA to raise her awareness to the issues on Corkscrew Lane.

Action Plan 2024-25 – The action plan that had been drafted in between meetings, was circulated and it was

42. **RESOLVED** that it be adopted.

Budget

43. **RESOLVED** to approve the budget for 2024-25 of £9,230 as set out below:-



Budget Element	2024-25 Budget
EXPENDITURE	
People	
Clerk & HMRC	4,120
Professional service	
Insurance	750
Internal Audit	50
Payroll Services	182
General Services	
Website	175
Room Hire	60
Planter Maintenance	100
Admin & Expenses	
CHALC Membership	136
Other memberships (NALC/SLCC/Loc)	132
Data Protection fee	35
Admin	90
Post	0
Stationery	80
Office Allowance	224
Mileage	70
Training	150
Elections	0
Projects	
Ad Hoc Beneficial items (S137)	150
Community Events	0
Planting of Wildflowers	940
CIL Projects	
Speed Initiatives	0
General Grants & Projects	500
Inflation %	233
Contingency % of above	133
TOTAL CASH OUT	9,230

RECEIPTS	
Precept	7,006
Bank Interest	108
VAT recovery	730
Money taken from reserves	1,390
Ward contribution	0
TOTAL CASH IN	9,234

ACTION: Clerk to check with Wildflower Team as to costs for wildflowers planting either opposite Iddenshall or in Hoofield.

Precept for 2024-25

42. **RESOLVED** request a Precept for 2024-25 of £7,006 which is 4% increase on 2023-24 and equates to £1.68 increase on a Band D house.

Training Schedule for 2024-25

The Clerk sought clarification as to if there were any training requirements that Parish Councillors sought for 2024.

43. **RESOLVED** to approve the Clerk's Training plan for January – July 2024 at a cost of £102.00 to the Parish Council.

Local Council Award Scheme

The Clerk proposed the Parish Council move forward and apply for the Foundation Level of the Local Council Award Scheme at a cost of £50 to the Parish Council, this was unanimously **44. RESOLVED**.

It was therefore also

45. **RESOLVED** that the Council confirms that it meets all the requirements in the LCAS document circulated prior to the meeting, and that all documentation and information is in place for the Foundation Award.
46. **RESOLVED** that the Council confirms that it recognises its duties in relation to bio-diversity and crime and disorder, and that it has all the relevant documentation and information in place to meet the criteria to apply for the Foundation level of the Local Council Award Scheme.
- This included protecting and enhancing the environment, reviewing the Neighbourhood Plan and submitting planning responses, promoting the development of Wildflower patches in the area.

Civility and Respect Pledge

47. RESOLVED The Parish Council agreed to sign up to the Civility and Respect pledge stating that they agreed to the following:-

- Clotton Hoofield Parish Council has agreed that it will treat all councillors, clerk and all employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.
- Clotton Hoofield Parish Council has put in place a training programme for councillors and staff
- Clotton Hoofield Parish Council has signed up to Code of Conduct for councillors
- Clotton Hoofield Parish Council has good governance arrangements in place including, staff contracts.
- Clotton Hoofield Parish Council will commit to seeking professional help in the early stages should civility and respect issues arise.
- Clotton Hoofield Parish Council will commit to calling out bullying and harassment when if and when it happens.
- Clotton Hoofield Parish Council will continue to learn from best practice in the sector and aspire to being a role model/champion council e.g., via the Local Council Award Scheme
- Clotton Hoofield Parish Council supports the continued lobbying for the change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate.

Parish Meeting

The Clerk outlined the requirement to undertake a Parish Meeting and it was therefore agreed that this should take place on Monday 15th April at 6.30pm and the Parish Council should follow immediately after the finish of the Parish Meeting.

Tarvin Educational Foundation - Grant Applications invited for 2024. It was agreed that this should be advertise on Facebook and on the Noticeboards.

CHESHIRE WEST AND CHESTER COUNCIL

Highways

It was reported that since the last meeting the flooding on Corkscrew Lane had been reported to CWaC – HW555947250.

Cllr Lush reported that CWaC have received a further £1,286,000 towards potholes due to the cancellation of the HS2 project.

DATE OF THE NEXT MEETING

The date of the next Parish Council meeting was Monday 15th April 2024 at 6.30pm in Duddon, Clotton and District Memorial Hall.

Signed



..... Dated

15/4/2024

Meeting finished 20.26