

ANNUAL (FIRST) MEETING OF CLOTTON HOOFIELD PARISH COUNCIL

Tuesday 22nd April 2025 followed directly after the Parish Meeting
which started at 7.00pm
at Duddon, Clotton and District Memorial Hall

MINUTES

PRESENT

Cllr G Bibby, Cllr C Kinsey (Chair), Cllr D Roberts, Cllr R Roberts, Cllr J Nicholas.
Cllr T Cooper (Ward Councillor)
Clerk: Mrs T Ryall-Harvey
Public – 0

ELECTION OF CHAIR AND VICE-CHAIR

RESOLVED 25/001: that Cllr Kinsey be elected as Chair for 2025-26 – nominated by Cllr Bibby seconded by Cllr Nicholas

RESOLVED 25/002: that Cllr Nicholas be elected as Vice-Chair for 2024-25 -- nominated by Cllr Bibby seconded by Cllr Roberts

RESOLVED 25/003: that the Acceptances of Office were signed.

APOLOGIES – No apologies were received.

PARISH COUNCIL VACANCIES

Following the uncontested election on 4th May 2023 and 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

Tom Cooper reported upon the recent residents traffic survey he and Alpha Brandreth had undertaken, and he confirmed that the results would be shared with residents shortly via the post. Cllr Cooper reported that the survey had provided mixed results and no definitive way forward was identified from the results. However, he welcomed CWaC announcement that all roads outside of schools will become 20mph and hoped that this would be implemented outside of Duddon this year and would assist in reducing the speed issues that were consistently raised by residents along the A51.

Cllr D Roberts joined the meeting.

Cllrs raised concerns that outside of school times, reducing the speed to 20mph could be more dangerous as drivers get frustrated with the speed limit and could cause accidents. Parish Councillors asked if it would be possible for the road to have a variable speed and only be 20mph during school times.

Cllr Cooper also reported that following the governments announcement to increase the number of new houses built in the UK, this would have an impact on developments across the borough, as there is now a much bigger housing target across the borough. Cllr Cooper reported that there was two possible areas for development highlighted in Clotton, but neighbouring villages such as Tarvin and Tarporley were affected more. Cllr Cooper undertook to share the link to CWaC land availability assessment with the Parish Council:- <https://app.maptionnaire.com/q/land-availability-assessment-sites>

CORRESPONDENCE

Cheshire West and Chester Town and Parish Council Conference – 16th July 2025 at MacDonald Portal Hotel – it was confirmed that Cllr Nicholas and Cllr R Roberts undertook to attend.

Beeston Railway Update

It was reported that the following update had been received from the Beeston and Tarporley Station Reopening Group:-

The last government in Westminster, just before the election, removed Beeston from their Restore Your Railways (RYR) programme and approved its reinstatement on its own. (Then they scrapped RYR!)

Despite the approval, they provided no funds

The new government has subsequently confirmed their approval of the station, but again without funds.

As part of their strategy of house building, the new government went further and said that if we can partner with developers in the area to get them to fund the station, then “what’s not to like?”

We have since had discussions with planners in CWaC to gain their views. They quite like the idea of developers in the station catchment area contributing to the station provided they also meet all other criteria CWaC will need, and the funding is in parallel to development, not afterwards. Also, they will do nothing without agreement from Transport Dept at CWaC.

We have approached Transport. This is on hold as the leader is running for parliament in Runcorn!

PlusBus – Cllr Kinsey sought clarification from Cllr Cooper as to if there were any transport available to the public following the closure of the Dial a Ride Service. Cllr Cooper undertook to share the Plus Bus information with the Parish Council.

MINUTES

RESOLVED 25/004: that the Minutes of the Parish Council Meeting held on 21st January 2025 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 – Cllr Roberts confirmed that The Bulls Head had been approached but they were not willing at this time to have a defibrillator installed. It was therefore agreed to not take this forward.

The following actions were completed since the last meeting:

- The Clerk had submitted a ward members grant application and obtained £400 towards the siding out of the footpath on the A51 by Iddenshall Hall that was sitting with CWaC Highways Department.
- The Precept Application had been submitted in January
- The Updated Standing Orders and Complaints Procedures had been added to website.
- It had been confirmed that the Tarvin Educational Foundation had halted it's grant giving process for 2025 whilst it undertook a review and update of it's constitution.
- Cllr Roberts had been added as an editor to the Parish Council's Facebook site.
- Clerk had requested the drainage details for the road along A51 between College Farm and Townhouse Farm. CWaC have confirmed they do not have any historic or digital drainage plans for this section. However, they did attend last year and undertaking some investigations and jetting works.
- Planter for Clotton to be sited in the approved location.
- CWaC reported that there is an inspection chamber east of College Farm and the drainage carrier follows this side of the carriageway with a further inspection chamber outside Holme Leigh. The carrier line crosses near Town House Farm to an inspection chamber in the access of Town House Farm and runs through the farm to outfall in the watercourse running at the rear.

PLANNING

The Planning Register dated 13/04/2025 was circulated for Parish Councillors information.

It was noted that since the last meeting the following planning applications had been received from CWaC: -
24/02669/FUL – Laburnum Cottage, Cinder Lane, Clotton Common, Clotton CW6 0UB – Partial demolition of existing dwelling, erection of two storey front and side extension, and a rear extension to existing garage. Re-render to existing, new doors and windows. Amendments to existing boundary wall, and a replacement gate. Erection of pergola. External landscaping works consisting of new patio and planting beds and erection of brick boundary wall – it was noted that the revised designs received by the Parish Council on 25th March 2025 had reverted to a more traditional brick, wood and slate design that fits in with the Neighbourhood Plan guidelines therefore the Parish Council **supported** this application.

25/00379/LDC – Cadwell House, Corkscrew Lane, Clotton 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 – the Parish Council considered this application but felt that this was not something that they could comment on as planning permission has been granted but could not be acted on without a LDC.

It was noted that since the last meeting the following planning applications been determined by CWaC: -
24/03420/FUL – Common House Farm, Willington Lane, Clotton, Tarporley CW6 0HQ – Alterations to existing garage/studio to include windows and doors, front rooflights and 3 rear dormer – it was noted that this application had been **approved** by Cheshire West and Chester Council.

24/03734/PAA – Dibbins Hey, Duddon Road, Clotton, Tarporley, CW6 0EH – Construction of an additional storey to existing dwellings – it was noted that this application had been **decided** by Cheshire West and Chester Council.

25/00014/AGR – Land at Hoofield Hall, Hoofield Lane, Huxley, Steel portal framed agricultural storage building for keeping silage bales and farm machinery undercover – it was noted that this application had been **decided** by Cheshire West and Chester Council.

AUDIT

Summary of Accounts for 2024-25

Cllr Bibby requested some amendments to the Outturn Report for 2024-25 and subject to these amendments being implemented it was **RESOLVED 25/005** to accept the summary of accounts for the year 2024/25

Certificate of Exemption

RESOLVED 25/006 that the Council wish to certify themselves as exempt from a limited assurance review.

Annual Internal Audit Report

The council noted the report dated 4th April 2025 from the Internal Auditor.

Annual Governance Statement

RESOLVED 25/007 that the Council agree to all points on the Governance Statement, Section 1 of the Annual Governance and Accountability Return (AGAR) 2024-25.

Accounting Statement

RESOLVED 25/008 that the Council agree the accounting statement of the AGAR 2024/25.

Notice of Public Rights

RESOLVED 25/009 that the Council accept the signing of the Notice of Public Rights.

ACCOUNTS

Note Internal Auditor Report and Recommendations

RESOLVED 25/010: The comments from the Internal Auditor were received and the actions/comments from Clerk noted as listed below:-

1. £60 payment to NALC on 19/8 (Inv 21). VAT has been reclaimed but you do not have a VAT Invoice, just a Statement. In view of the amount involved do not adjust.

- *The Clerk noted*

2. Payment on 4/10 to One.com for £159.44 (Inv 29). There is another Invoice attached in the sum of £217.04 - is this outstanding?

- *The Clerk reported that she had reduced the level of subscription received from One.com which had reduced the fees for the year from £217.04 to £159.44*



3. One small amount of VAT was not reclaimed relating to Clerk's Expenses- 62p for paper (Inv 46). In view of the small amount involved do not adjust.
 - *The Clerk noted*
4. The Clerk is paying up front for some sizeable items e.g. Training Course Fees. Can these be paid for at source by the PC?
 - *The Parish Council....*
5. The Out-Turn Spreadsheet for 24/25 shows incorrect totals for actual Expenditure and Income. You may wish to revisit.
 - *The Clerk reported she had made the amendments to the Outturn Spreadsheet which had been approved within the financial summary report.*
6. Please ensure that all payments made after 1/25 are noted in the 4/25 Meeting Minutes. I have marked the relevant payments with an "X" on the Cash Book Spreadsheet.
 - *The Clerk confirmed these had been listed within the payments for approval report that will be approved later in the meeting.*
7. During the 4/25 Meeting please seek confirmation that the Fixed Asset Register and Risk Assessment Document were correct as at 31/3/25. This should be noted accordingly in the Minutes.
 - *the Clerk confirmed that she had included this later in the agenda.*
8. As you commented yourself, the Clerk's E-mail should be changed to correspond with the web site address - clerk@clottonhoofieldparishcouncil.co.uk. This is much more secure than using gmail and it appears more professional.
 - *The Parish Council undertook to look at the cost implications of this and consider this at a future meeting.*

Payments approved for payment in between meetings

RESOLVED 25/011 to approve the payments of the following items in between meetings for 2025-26 in line with budget: -

Clerk's Salary, HMRC Tax Payments, Mileage, Training, 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

The Clerk reported she had contacted three insurance companies:-

Two insurance companies confirmed that the parish council was too small and therefore their minimum payment was higher than required. Zurich confirmed that their renewal quote for 2025-26 was £241. Therefore, it was

RESOLVED 25/012 to continue with Zurich Insurance for 2025-26.

Payroll Provider

RESOLVED 25/013: to continue with Shires Accountancy for 2025-26 and seek three quotes for payroll services for 2026-27 in January 2026 for consideration.

Direct Debits

RESOLVED 25/014 to continue to make payments to the ICO by Direct Debit.

Income and Payments since the last meeting

RESOLVED 25/015 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
09/01/2025	Bank	£6.61	Bank Interest
09/02/2025	Bank	£6.83	Bank Interest
10/03/2025	Bank	£5.98	Bank Interest
09/04/2025	Bank	£6.41	Bank Interest

07/04/2025	Cheshire West and Chester Council	£7,142.00	Parish Precept
08/04/2025	HMRC VTR	£175.23	VAT Rebate for 2023-24

Payments made since the last meeting - for approval

Date	Payable to	Net Amount	VAT	Gross Amount	Comment
25/02/2025	Mrs T Ryall-Harvey	£277.61	£0.00	£277.61	Salary Tax Month 11
28/02/2025	HMRC PAYE	£69.40	£0.00	£69.40	HMRC Tax Month 11
18/03/2025	Service Charge	£4.25	£0.00	£4.25	Bank Service Charge
22/04/2025	Service Charge	£4.25	£0.00	£4.25	Bank Service Charge
19/03/2025	Duddon, Clotton & District War Memorial Hall	£45.00	£0.00	£45.00	Room hire for three PC mtgs
20/03/2025	Mrs J Nicholls	£32.60	£6.52	£39.12	Plants for Planter in Clotton
25/03/2025	Mrs T Ryall-Harvey	£277.61	£0.00	£277.61	Salary Tax Month 12
25/03/2025	HMRC PAYE	£69.40	£0.00	£69.40	HMRC Tax Month 12

Payments not yet made - for approval

Payable to	Net Amount	VAT	Gross Amount	Comment
Mrs T Ryall-Harvey	£277.61	£0.00	£277.61	Salary Tax Month 1
HMRC PAYE	£69.40	£0.00	£69.40	HMRC Tax Month 1
Phil Sanders	£47.50	£0.00	£47.50	Internal Audit Fees
CHALC	£139.23	£0.00	£139.23	Affiliation Fees 2025-26
Mrs T Ryall-Harvey	£101.85	£0.76	£102.61	Clerk's Expenses - including contribution to mobile phone, office allowance, training, stationery, mileage etc
Zurich Town, Parish and Community Council Team	£241.00	£0.00	£241.00	Parish Council Insurance for 2025-26

PARISH COUNCIL MATTERS

Roles and responsibilities for 2025-26

RESOLVED 25/016 that the following councillors would take the lead for the year 2025-26:-

Cheque signatories – Cllr J Nicholas, Cllr G Bibby

Communications - Cllr R Roberts

Events – Cllr D Roberts

Duddon CWM Hall – Cllr J Nicholas

Footpaths, Footways, Pavements & Bridleways – Cllr C Kinsey

Highways Matters & A51 – All Councillors

Environment & Litter Picking –Cllr G Bibby

Neighbourhood Plan – All Councillors

Public Transport – Cllr R Roberts

*Planning – All Councillors

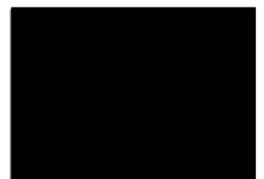
** Tarvin Educational Foundation – Cllr J Nicholas

Training - Clerk

Facebook – Clerk & Cllr R Roberts

Planters – Cllr R Roberts & Cllr D Roberts

Noticeboards – Cllr Nicholas



* **Planning.** The clerk will advise every Parish Councillor when he/she received notification of a planning application, The Lead Parish Councillor will review the planning application against the Neighbourhood Plan and circulate comments around the councillors in between meetings, if no parish councillor makes any further comments prior to the planning deadline then the clerk is authorised to submit the response suggested by the Lead Parish Councillor to Planning. Any one Councillor can request that the application is considered at the next meeting, or an extraordinary meeting be called when details of the application would be available for councillors meeting for.

Policies

The schedule of policies was reviewed, the Clerk reported that the following policies had received an update by the National Association of Local Council:-

Disciplinary Procedure

Grievance Procedure

Standing Orders

It was therefore suggested that these be circulated around the Parish Councillors and brought to the next Parish Council meeting for adoption.

The Clerk sought approval to circulate the following policies that the National Association of Local Council's had updated that the Parish Council currently did not have in place:-

Bullying and Harassment Policy

Staff Absence Policy

It was therefore suggested that these be circulate around the Parish Councillors and brought to the next Parish Council meeting for adoption if the Parish Council felt they were appropriate.

RESOLVED 25/017 to adopted all other policies for 2025 as is and review again in May 2026.

Annual Report for 2024-25

RESOLVED 25/018 to adopt the Annual Report as circulated at the meeting for 2024-25.

ACTION: put on website.

Asset Register

RESOLVED 25/019 to approve the Asset Register was accurate at 31st March 2025 as circulated and included within the Audit.

Risk Assessment Register

RESOLVED 25/020 to approve the Risk Assessment dated 31st March was accurate as circulated and included within the Audit.

Siding Project

Following the Cllr Cooper's funding of £400 in 2024-25 towards the siding out project on A51, CWaC had confirmed that the full cost of this project was £1660.33 and therefore sought confirmation as to what the Parish Council would contribute. The Clerk reported that she had asked Cllr Cooper if he would consider contributing a further £500 out of this years Ward Members money and the Clerk email Cllr Lush to see if he will also contribute also towards this project.

Dates of Future Meeting

RESOLVED 25/021 to accept the meetings schedule as listed below:-

Monday 21st July, 2025 at 7.00pm

Monday 20th October, 2025 at 7.00pm

Monday 19th January, 2026 at 7.00pm

Monday 20th April, 2026 at 7.00pm (Annual Meeting)

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

Meetings were agreed to be held in Duddon Clotton and District Memorial Hall, CW6 0HD unless otherwise advertised on Agenda.

DATE OF THE NEXT MEETING

The date of the next Parish Council meeting was Tuesday 21st July 2025 at 7.00pm at Duddon, Clotton and District Memorial Hall.

Signed



Dated

21st July

Meeting finished 20.36