

CLOTTON HOOFIELD PARISH COUNCIL MEETING
Monday 21st July 2025 at 7.00pm
at Duddon, Clotton and District Memorial Hall

MINUTES

PRESENT

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

APOLOGIES – Apologies were received and accepted from Cllr D Roberts due to work commitment and Cllr T Lush and Cllr T Cooper (Ward Councillors) due to previous engagements.

PARISH COUNCIL VACANCIES

Following the uncontested election on 4th May 2023 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

In Cllr T Lush's absence a written report from him was circulated, issues he raised included:-

1. Devolution to form a new combined authority covering CWaC, Warrington and Cheshire East will come into effect next year assuming the 3 constituent councils agree in September. However a mayoral election will not take place until May 2027. **The 3 constituent Councils will continue unaffected.** The new, strategic Council will have responsibility for strategic transport policy/investment, skills/training and industrial strategy. I cannot see any major drawbacks with the proposal. Decisions previously taken by civil servants in London will be taken locally and about £20m pa will be invested. Some people have questioned the additional bureaucracy and cost of the mayor but in my opinion these costs are not material and are far outweighed by the benefits.
2. The Government has increased the housing target for CWaC and it is inevitable and unavoidable that more houses will be built in the rural area. However, it is important that all parish councils make their views known to CWaC Planning on what might be acceptable in their area and what will not. The key questions are how many; where; what type; can the infrastructure cope and, if not, what needs to be done, over what timescale; what community investment should come if there are more houses e.g. recreation provision, car parks, traffic lights.
3. Each council has been asked to identify community led highway improvements. I do hope that your Council has identified some as it is a chance to get some things done that have been causing concern for some time.
4. I had a notice of motion for consideration at the Council meeting last week to change the policy on how potholes were dealt with. Basically when the contractor goes to mend a pot hole that meets the current 4cm deep criteria other visible problems, within 30m would be dealt with too. Labour proposed some minor amendment which I would have accepted BUT the motion was not considered because we ran out of time. The motion will be considered in October and I am hopeful that there will be a policy change which will improve value for money and reduce complaints from the public who are baffled by the current policy.

The Parish Council welcomed the update from Cllr Lush in his absence.

CORRESPONDENCE

Cheshire West and Chester Local Plan Consultation – information relating to the current consultation that has been launched by CWaC to discuss the Local Plan was circulated and it was noted that the closing date for all comments was 29th August 2025.

Let's Talk about Transport in Cheshire West and Chester Consultation- information relating to the current consultation that has been launched by CWaC in relation to the Transport Services for the area and people's expectations was circulated and it was encouraged that all Parish Councillors and residents respond. Closing date for this consultation was 17th August 2025.

ACTION: Feed back to Cllr T Cooper and Cllr Lush that the Parish Councillors found both the survey's to be not user friendly or language not very clear for residents to understand.

Sanctuary Housing Lighting Repair – Cllr Bibby reported that he had recently been contacted by residents of Yew Tree Bank following the street lights requiring repair. Cllr Bibby confirmed that these street lights were owned by Sanctuary Housing and has asked the Clerk to investigate. Sanctuary Housing had confirmed that this issue had now been resolved.

CWaC – Housing site options for local plan – were noted and no action was agreed.

A51 Road Safety Update – The Clerk circulated information received from Aphra Brandreth MP and Tom Cooper Ward Councillor following a recent resident survey that had been undertaken.

MINUTES

RESOLVED 25/022: that the Minutes of the Parish Council Meeting held on 22nd April 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:

- Notice of Public Rights had been displayed
- AGAR forms had been submitted to PKF Little John
- AGAR forms had been displayed on the Parish Council website
- Parish Council had renewed insurance with Zurich Insurance for 2025-26
- Payments had been made since the last meeting
- Roles & Responsibilities had been update on the Parish Council website.
- Annual Report had been added to the website

PLANNING

The Planning Register dated 09/07/2025 was circulated for Parish Councillors information.

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

- 25/01291/FUL – Clotton Barn, Willington Lane, Clotton CW6 0HQ – Single storey link orangery extension – the Parish Council **supported** this application.
- 25/01548/FUL - Land At Cinder Lane Clotton Chester - Change of Use and Erection of New Tennis Court for domestic purposes – the Parish Council undertook to review this application and submit a response in between meetings.

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

- 24/00151/FUL – 1 Hoofield Cottages, Hoofield Lane, Huxley CH3 9BJ – Erection of building to storage of agricultural equipment – **refused**.
- 24-02669/FUL – Laburnum Cottage, Ciner 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, installation of metal cladding and timber cladding to extension, new doors and windows. Amendments to existing front boundary wall and a replacement gate. External landscaping work consisting of new patio and planting beds and erection of brick boundary wall – **approved**.
- 24/03421/LBC – Common House Farm, Willington Lane, Clotton CW6 0HQ – Alterations to existing garage/studio to include windows and doors, front rooflights, and 3 rear dormers – **approved**.

- 24/03628 FUL – The Riddings, Willington Road, Duddon CW6 0UG – Demolition of existing dwelling and erection of replacement, two outbuildings, landscaping and hard standing areas - **approved**.

ACCOUNTS

Cashbook

The year to date cashbook and Outturn comparison against budget was circulated and it was unanimously **RESOLVED 25/023** to accept the cash book and YTD summary dated 10th July 2025.

Bank Reconciliation against Cashbook YTD

RESOLVED 25/024 to approve the Bank Reconciliation as presented to the meeting dated 10th July 2025.

Income and Payments since the last meeting

RESOLVED 25/025 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
09/05/2025	Interest	£5.35	Bank Interest
09/06/2025	Interest	£5.20	Bank Interest
09/07/2025	Interest	£4.50	Bank Interest

Payments made since the last meeting - for approval

Date	Payable to	Net Amount	VAT	Gross Amount	Comment
06/05/2025	Cheshire West and Chester	£500.00	£0.00	£500.00	Contribution towards Community Event
06/05/2025	PQR Limited	£66.00	£13.20	£79.20	Payroll Services for Q1 & Q2
19/05/2025	Service Charge	£4.25	£0.00	£4.25	Bank Charges
25/05/2025	Mrs T Ryall-Harvey	£277.61	£0.00	£277.61	Clerk's Salary Tax Month 2
28/05/2025	HMRC	£69.40	£0.00	£69.40	HMRC PAYE Tax Month 2
12/06/2025	Mr R O Roberts	£14.16	£2.83	£16.99	Plants for Planter in Hoofield
16/06/2025	JE Nicholas	£45.20	£0.00	£45.20	Plants for Planter in Clotton
17/06/2025	Service Charge	£4.25	£0.00	£4.25	Bank Charges
25/06/2025	Mrs T Ryall-Harvey	£277.61	£0.00	£277.61	Clerk's Salary Tax Month 3
27/06/2025	HMRC	£69.40	£0.00	£69.40	HMRC PAYE Tax Month 3

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 4
HMRC PAYE	£69.40	£0.00	£69.40	HMRC Tax Month 4
Mrs T Ryall-Harvey	£125.59	£9.57	£135.16	Clerk's Expenses - including contribution to mobile phone, office allowance, training, stationery, mileage etc

PARISH COUNCIL MATTERS

Policies

The Clerk had circulated prior to the meeting the following amended policies and procedures for review. It was unanimously **RESOLVED 25/026** that these amended policies and procedures be adopted:-

Disciplinary Procedure
Grievance Procedure
Standing Orders

The Clerk had circulated prior to the meeting the following draft policies for review. It was unanimously **RESOLVED 25/027** that these policies be adopted and reviewed again in May 2026:-

Anti-Harassment and Bullying Policy
Staff Absence Policy
Information Technology Policy

Website & Email update

Following the recent Internal Audit when the auditor recommended that the Parish Council move away from their current gmail email address, the clerk reported she had also attended a recent Assertion 10: Digital & Data Compliance for Councils training event that highlighted that the Parish Council's email and website was not currently compliance and moving forward Parish Council's would be encouraged to move to a .gov.uk domain.

The Clerk reported that she had sought pricing for this move from two companies so far:-

Aubergine quoted £499 + VAT per year
Parish Online quoted £315 + VAT per year with a £100 off the first year's subscription

ACTION: The Parish Council agreed to monitor pricing and review again.

ACTION: Ask Cllr Lush and Cooper if they have any money in their pot to contribute.

CHESHIRE WEST AND CHESTER UPDATE

The Parish Councillors reported on current issues within the area that required reporting to CWaC. A list was circulate and noted at the meeting.

Cllr Roberts provided a verbal report on a recent Town and Parish Conference he attended on 16th July.

DATE OF THE NEXT MEETING

The date of the next Parish Council meeting was Monday 20th October, 2025 at 7.00pm at Duddon, Clotton and District Memorial Hall.

Signed



Dated

20th October 2025.

Meeting finished 20.13