

# CLOTTON HOOFIELD PARISH COUNCIL MEETING

Monday 20<sup>th</sup> October 2025 at 7.00pm  
at Duddon, Clotton and District Memorial Hall

## MINUTES

### PRESENT

Cllr G Bibby, Cllr D Roberts, Cllr R Roberts, Cllr J Nicholas (meeting Chair).

Clerk: Mrs T Ryall-Harvey

Public – 0

**APOLOGIES** – Apologies were received and accepted Cllr T Cooper (Ward Councillor) and Cllr C Kinsey due to previous work commitments.

### PARISH COUNCIL VACANCIES

Following the uncontested election on 4<sup>th</sup> 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** – Nothing raised.

### CORRESPONDENCE

United Utilities – Interruptions to water supplies in the area.

Cllr Roberts raised concerns from residents following a number of interruptions with the water supply in the area. The Clerk confirmed that United Utilities had confirmed that due to the age of the pipework, repairs are being undertaken, however once a burst has been repaired the pressure within the pipework can cause further bursts along the pipeline.

United Utilities currently have a long-term improvement plan in place for the 65km Vyrnwy Aqueduct—a major pipeline that transports water from Wales to Cheshire. This project is designed to safeguard the water supply for future generations.

**ACTION:** Clerk to write to United Utilities to see if there is any community compensation available.

Planning Meeting with local PC's to discuss the implications for planning developments across CWaC – Cllr T Cooper reported that he has arranged a meeting with CWAC Head of Planning, Mr Charnley, to speak to Parish Councils in the area about the progress of the new CWAC local plan and the implications it will have for planning developments across CWAC.

Mr Charnley has agreed to attend the following dates and if any Parish Councillors wish to attend and observe please do so:-

Tarvin PC meeting at Tarvin Community Centre, starting at 7:15pm on October 27<sup>th</sup>

Kelsall PC meeting at Kelsall at St Philips Church Lounge, starting at 7:00pm on 9<sup>th</sup> February 2026

**ACTION:** Clerk to email this information around the Parish Councillors.

### MINUTES

**RESOLVED 25/028:** that the Minutes of the Parish Council Meeting held on 21<sup>st</sup> July 2025 were accepted as a true and accurate record and signed by the Chair.



## 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:

- Clerk fed back to Cllr Cooper and Cllr Lush the Parish Councillors comments on the survey's not being user friendly or worded in language clear for member of the public to understand.
- Clerk asked Cllr Lush and Cllr Cooper if they have any money available to fund a gov.uk website for the Parish Council, unfortunately neither Ward Councillors have responded that they would be willing to utilities their ward members budget in the manner.
- Clerk monitoring costs of gov.uk website providers.

## PLANNING

The Planning Register dated 09/10/2025 was circulated for Parish Councillors information.

It was reported that the following planning consultation had been received since the last meeting:-

- 25/02670/FUL - The Riddings, Willington Road Duddon Chester CW6 0UG - Erection of replacement dwelling, two outbuildings, outdoor swimming pool, and landscaping – *The Parish Council wished to support this application.*

**ACTION:** Clerk to submit a response in support of this application.

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

- 25/01291/FUL – Clotton Barn, Willington Lane, Clotton CW6 0HQ – Single storey link orangery extension – approved.
- 25/01821/FUL – Dibbins Hey, Duddon Road, Clotton CW6 0EH – Single Storey side extension, first floor extension, and loft conversion. Installation of solar panels - approved

It was reported that the following item was raised with the Planning Enforcement:-

- EN753273364 – Allotment on A51, High Street, Clotton, Chester – Additional sheds installed on allotment site without prior planning permission.

## ACCOUNTS

### Cashbook

The year-to-date cashbook and Outturn comparison against budget was circulated and it was unanimously **RESOLVED 25/028** to accept the cash book and YTD summary dated 9<sup>th</sup> October 2025.

### Bank Reconciliation against Cashbook YTD

**RESOLVED 25/029** to approve the Bank Reconciliation as presented to the meeting dated 9<sup>th</sup> October 2025.

### Income and Payments since the last meeting

**RESOLVED 25/030** 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
11/08/2025	Interest	£4.95	Bank Interest
09/09/2025	Interest	£4.33	Bank Interest
11/10/2025	Interest		Bank Interest



**Payments made since the last meeting - for approval**

Date	Payable to	Net Amount	VAT	Gross Amount	Comment
21/07/2025	Service Charge	£4.25	£0.00	£4.25	Bank Charges
19/08/2025	Service Charge	£4.25	£0.00	£4.25	Bank Charges
19/09/2025	Service Charge	£4.25	£0.00	£4.25	Bank Charges
19/10/2025	Service Charge	£4.25	£0.00	£4.25	Bank Charges
26/08/2025	Mrs T Ryall-Harvey	£277.61	£0.00	£277.61	Clerk's Salary Tax Month 5
25/09/2025	Mrs T Ryall-Harvey	£277.61	£0.00	£277.61	Clerk's Salary Tax Month 6
29/08/2025	HMRC	£69.40	£0.00	£69.40	HMRC PAYE Tax Month 5
29/09/2025	HMRC	£69.40	£0.00	£69.40	HMRC PAYE Tax Month 6
15/09/2025	ICO	£47.00	£0.00	£47.00	Data Protection Registration Subscription
15/09/2025	Linux Internet	£47.88	£9.58	£57.46	Annual Cloud Hosting
08/10/2025	PQR Limited	£103.50	£20.70	£124.20	Payroll for Oct 25 - Mar 26

**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 7
HMRC PAYE	£69.40	£0.00	£69.40	HMRC Tax Month 7
Mrs T Ryall-Harvey	£100.07	£5.17	£105.24	Clerk's Expenses - including contribution to mobile phone, office allowance, training, stationery, mileage etc

**PARISH COUNCIL MATTERS**

Action Plan 2026-27 - RESOLVED 25/031 to adopt the draft Action Plan for 2026-27 that had been circulated with the Agenda Pack.

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 identified My Council as a competitive website and email provider and it was agreed that once the Clerk had transferred another Parish Council to this provider the Parish Council would review again and decide if they wished to transfer also.

Implementation and backdate of the new Pay Scale Award for 1<sup>st</sup> April 2025 onwards.

It was reported that following the agreement on the new pay scales for 2025-26 to be implemented from 1 April 2025. It was unanimously **RESOLVED 25/032** to the agreed new pay scales for 2025-26 and this be backdated to 1<sup>st</sup> April 2025

**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 updates were reported at the meeting.

**DATE OF THE NEXT MEETING**

The date of the next Parish Council meeting was Monday 19<sup>th</sup> January 2026 at 7.00pm at Duddon, Clotton and District Memorial Hall.

Signed .....



Dated .....

28/1 Jan. 2026

Meeting finished 19:26