

CLOTTON HOOFIELD PARISH COUNCIL MEETING

Wednesday 28th January 2026 at 7.00pm
at Duddon, Clotton and District Memorial Hall

MINUTES

PRESENT

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

APOLOGIES – Apologies were received and accepted Cllr G Bibby due to prior commitment.

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 – Nothing raised.

CORRESPONDENCE

United Utilities – Interruptions to water supplies in the area.

Cllr R Roberts reported that further disruptions to water supplies had been experienced mostly from the Huxley area due to the work that is being carried out by United Utilities while they digging up around Huxley and towards Hargrave.

Peak Cluster – it was reported that details of phase one of the consultation for the proposed Peak Cluster project had been circulate around the Parish Councillors and dates for the webinars were shared. Cllr R Roberts reported on the webinar that he attended for this event and posters advertising the consultation were to be put up on the Parish Council's noticeboards.

CHALC Planning for the Future- it was reported that Cheshire Association of Local Council's were undertaking a survey of local councils in the Cheshire West and Chester area to find out if they had any plans for the future, how devolution may affect the PC and impacts on income and what support may be needed. It was agreed that the Parish Council felt it not appropriate to respond.

Cheshire Day 30th March - it was reported that in 2026, CHALC will be exploring ways in which they can recognise and celebrate success for local councils and asked for any stories and photo's to be shared with a plan to collate examples and highlight and share via their own channels examples of **Made in Cheshire**.

Planning Meeting with local PC's to discuss the implications for planning developments across CWaC – Councillors were reminded that CWAC Head of Planning, Mr Charnley, was attending the Kelsall PC meeting on 9th February at St Philips Church Lounge, starting at 7:00pm 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, and councillors were encouraged to attend.

MINUTES

RESOLVED 25/033: that the Minutes of the Parish Council Meeting held on 13th October 2025 were accepted as a true and accurate record and signed by the Chair.

ACTIONS SINCE LAST MEETING

ACTIONS still outstanding:-

The following actions were completed since the last meeting:

- Clerk had written to United Utilities to see if any community compensation was available and United Utilities had confirmed back that there was none available at this time
- Clerk had shared the dates of the Planning Meeting with Parish Councillors.
- Clerk had submitted response to planning application 25/02670/FUL.

PLANNING

The Planning Register dated 11/01/2026 was circulated for Parish Councillors information.

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

- 25/03337/FUL – Pleasant View, High Street, Clotton, Tarporley CW6 0EG – Erection of single storey rear extension – the Parish Council had **no objection** to this application.

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

- 25/03337/FUL – Pleasant View, High Street, Clotton, Tarporley CW6 0EG – Erection of single storey rear extension – **approved**.

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

- EN78268811 – Land off Hoofield Lane – barn expansion on Hoofield Lane.

ACCOUNTS

Cashbook

The year-to-date cashbook and Outturn comparison against budget was circulated, and it was unanimously

RESOLVED 25/034 to accept the cash book and YTD summary dated 11th January 2026.

Bank Reconciliation against Cashbook YTD

RESOLVED 25/035 to approve the Bank Reconciliation as presented to the meeting dated 11th January 2026.

SLCC Membership- It was unanimously **RESOLVED 25/36** that the payment for the Clerk's membership to SLCC be approved and split between five parish council.

Income and Payments since the last meeting

RESOLVED 25/037 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
10/11/2025	Interest	£4.12	Bank Interest
09/12/2025	Interest	£3.74	Bank Interest
03/01/2026	Interest	£4.00	Bank Interest

Payments made since the last meeting - for approval

Date	Payable to	Net Amount	VAT	Gross Amount	Comment
12/11/2025	PQR Limited	£17.50	£3.50	£21.00	Backpay Adjustment to Payroll
20/11/2025	Service Charge	£4.25	£0.00	£4.25	Bank Charges
19/12/2025	Service Charge	£4.25	£0.00	£4.25	Bank Charges
19/01/2026	Service Charge	£4.25	£0.00	£4.25	Bank Charges
25/11/2025	Mrs T Ryall-Harvey	£348.81	£0.00	£348.81	Clerk's Salary Tax Month 8
25/12/2026	Mrs T Ryall-Harvey	£286.51	£0.00	£286.51	Clerk's Salary Tax Month 9

01/12/2025	HMRC	£89.82	£0.00	£89.82	HMRC PAYE Tax Month 8
03/12/2025	HMRC	£71.60	£0.00	£71.60	HMRC PAYE Tax Month 9
03/12/2025	Linux Interest	£23.98	£4.80	£28.78	2 Year Domain Registration

Payments not yet made - for approval

Payable to	Net Amount	VAT	Gross Amount	Comment
Mrs T Ryall-Harvey	£286.31	£0.00	£286.31	Salary Tax Month 10
HMRC PAYE	£71.80	£0.00	£71.80	HMRC Tax Month 10
Mrs T Ryall-Harvey	£172.01	£9.63	£181.64	Clerk's Expenses - including contribution to mobile phone, office allowance, training, stationery, mileage etc

PARISH COUNCIL MATTERS

Budget

RESOLVED 25/038 to approve the budget for 2026-27 of £7,437 as set out below:-

Budget Element	2026-27 Budget
EXPENDITURE	
People	
Clerk & HMRC	4,608
Professional service	
Insurance	253
Internal Audit	70
Payroll Services	215
General Services	
Website	186
Room Hire	60
Bank Service Charge	51
Planter Maintenance	110
Admin & Expenses	
CHALC Membership	147
Other memberships (SLCC)	50
Data Protection fee	47
Admin	40
Post	0
Stationery	115
Office Allowance	216
Mileage	100
Training	150
Elections	0
Projects	
Ad Hoc Beneficial items (S137)	55
Community Event/Project	500
Planting of Wildflowers	0
CIL Projects	0
Street Furniture/Asset Maintenance	150
General Grants & Projects	0
Inflation %	207
Contingency % of above	107
TOTAL CASH OUT	7,437
RECEIPTS	
Precept	7,321
Bank interest	31
VAT recovery	85
Money taken from reserves	0
Ward contribution	0
TOTAL CASH IN	7,437

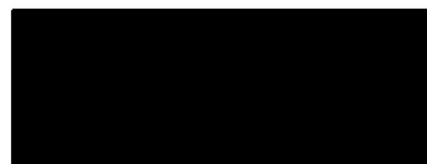
Precept for 2026-27

RESOLVED 25/039 request a Precept for 2027-26 of £7,321 which is 1.9% increase on 2025-26 and equates to £0.75 increase on a Band D house.

Training Needs for 2026

The schedule of training organised by CHALC was circulate to all Parish Councillors for review and they were asked to inform the clerk of any training they wished to attend in 2026.

The clerk undertook to prepare a training schedule in line with budget and circulate it around the Parish Councillors for approval.



Parish Meeting.

The Clerk outlined the requirement to undertake a Parish Meeting and it was therefore agreed that this should take place on Tuesday 20th April at 7.00pm and the Parish Council should follow immediately after the finish of the Parish Meeting.

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 unanimously **RESOLVED 25/041** for the Clerk to start the transfer of the website and email over to My Council.

CHESHIRE WEST AND CHESTER UPDATE

The Parish Councillors reported on current issues within the area that required reporting to CWaC.

ACTIONS: Clerk to report overgrown hedge on A51 to CWaC.

Clerk to report the 30mph VAS Sign not working on A51 by Iddenshall

Contact Highways and highlight the improvement following the siding out and clearing of the footpath from Iddenshall to the bus stop it was requested that the Clerk write to CWaC to ask them to confirm that they will maintain the footpaths from Duddon to Clotton and from the Bus Stop to Iddenshall Hall.

DATE OF THE NEXT MEETING

The date of the next Parish Council meeting was Monday 20th April 2026 immediately after the Parish Meeting at Duddon, Clotton and District Memorial Hall.

Signed Dated 14-05-26

Meeting finished 19:47

