

**UTKINTON AND COTEBROOK PARISH COUNCIL**

**MINUTES OF A MEETING OF UTKINTON AND COTEBROOK PARISH COUNCIL  
HELD VIRTUALLY VIA ZOOM ON TUESDAY 9<sup>th</sup> March 2021 at 7.30PM**

**Present:** Cllr Atkinson, , Cllr Tony Burford, Cllr Dahill, Cllr Hughes, Cllr Needham, Cllr Spencer, Cllr Stewart, Cllr F Tunney (Chair)

**In Attendance:** Kath Lloyd (Locum Clerk & RFO)  
CWaC Ward Cllr Moore-Dutton

**09.03.01 PUBLIC OPEN FORUM**

There were no members of the public present.

**09.03.02 APOLOGIES FOR ABSENCE**

Cllr Barnes

**09.03.03 DECLARATIONS OF NEW INTERESTS**

Cllr Hughes declared an interest in the Planning Application from the Fox and Barrel which was noted.

**09.03.04 MINUTES OF THE PARISH COUNCIL MEETING HELD ON 9<sup>th</sup> February 2021**

**Resolved:** that the minutes of the Parish council meeting held on 12<sup>th</sup> February 2021 be approved and signed, electronically, as a correct record by the Chair.

**09.03.05 CHESHIRE WEST AND CHESTER COUNCIL MATTERS**

Cllr Moore-Dutton advised that Cheshire West and Chester Council had recently agreed the budget for 2021 – 22 and a rise of 4.99% on council tax, in line with government guidance, this was seen as regrettable but not unexpected. There has been additional funding allocated for cleaning and clearing gullies and Cllr Moore-Dutton advised that the £3500 prioritised for the Tarporley Ward would only be forthcoming if CW&C received reports of gullies that need clearing through the reporting mechanism in place. Therefore, it is important that local residents and councillors are encouraged to report each incident.

There was a query from Cllr Needham regarding the low levels of plastic waste being recycled and a discussion regarding the reducing demand for recycled materials across the world. Cllr Spencer will share details of a construction site in Wirral which is turning waste plastics into hydrogen, whilst Land Rover UK have announced that they are trialling hydrogen powered vehicles.

**09.03.06 NEIGHBOURHOOD DEVELOPMENT PLAN**

Cllr Dahill reported that Lyndsay Jennings from CW&C had returned the Examiner's report and that there is an expectation that the parish council will adopt all the modifications requested. In order to enable the referendum to take place alongside the PCC elections on 6<sup>th</sup> May, the document needs to be returned to CW&C asap. It was noted that the parish council would need to remain diligent of any potential future threats to local open spaces. There was a further discussion about the power of the parish council to publicise the referendum.

**Resolved:** That any comments be returned to the Clerk by 6pm on Wed 10<sup>th</sup> March so that the amended document can be forwarded to CW&C first thing on Thursday morning and that the Clerk will clarify the legal position of the parish council regarding promotion of the referendum.

**09.03.07 PLANNING APPLICATIONS**

The following Planning Matters were discussed and the discussions are noted in the response columns below.

	<b>Ref No</b>	<b>Site Address</b>	<b>Proposal</b>	<b>Response</b>
a)	21/00311/FUL	Little Garth, Tirley Lane	Single storey rear extension	No objection by Parish Council
c)	21/00382/FUL	Fox and Barrell Inn,	To extend the rear of a pub and create a new dining area with a kitchen and part retractable roof.	Parish Council supports but is keen to stress that no undue nuisance be caused to local residents due to additional noise.
d)	21/00581/FUL	Quarry Bank Cottage	Raising of roof to annexe	No objection by Parish Council
e)	20/02139/FUL	Land Adjacent To 16 Northgate Utkinton	Construction of one detached dwelling	Remove from list, approved.

**Resolved:** that the following changes are noted – in the response column.

*Initialed:*

## 09.03.08 FINANCE MATTERS

### 09.03.08.1 AUTHORISATION OF PAYMENTS

**Resolved:** that the following accounts were approved for Payment and payments made since 9<sup>th</sup> February were noted:

PAYMENTS BETWEEN MEETINGS			
(Approved at 9 <sup>th</sup> February 2021 Meeting)			
Locum Clerk payment	January hours worked as Locum Parish Clerk	£330	£330
PAYMENTS DUE - AS AT 9 <sup>th</sup> March			
Locum Clerk payment	February hours worked as Locum Parish Clerk	£330	£330
Utkinton Village Hall	Annual grant support	£150	£150

**09.03.08.2** To **note** the financial position as at end February 2021

**Resolved:** that the council noted the financial position at the end of February via the bank statement which had been shared prior to the meeting.

**09.03.08.3** To **receive** and **approve** the budget for the year 2021 – 22

**Resolved:** the council unanimously approved the budget for the year 2021-22.

**Resolved:** that the Clerk will clarify the ring fenced reserves at the next meeting.

## 09.03.09 HIGHWAYS MATTERS

**09.03.09.01** To **note** a meeting with Edward Timpson MP on Friday 26<sup>th</sup> March at 12.30 (provisional date awaiting confirmation) and **agree** parish councillor representation – provisionally Cllrs Tunney, Dahill and Needham. CW&C Cllrs Karen Shore and Eveleigh Moore- Dutton to attend with Officers identified by Cllr Shore.  
**Resolved:** that the parish councillor representation is approved and that a list of priorities will be shared with the MP as part of the site meeting.

**09.03.09.2** To **receive** an update on the current Highways issues and **agree** a list of priorities: **Resolved:** that local residents should be told that a meeting with the MP is planned and asked to forward any highway issues to Cllr Dahill so that the Clerk can collate for the MP and CW&C.

**09.03.10** **Parish Events:** to **consider supporting** or **providing** events for the parish over the next year:

**09.03.10.1** Parish in Bloom: **Resolved:** Clerk to bring more operational details to next meeting.

**09.03.10.2** Financial support towards any events organised within the parish by other organisations: **Resolved:** that the council support in principle and will consider each application individually.

**09.03.10.3** Utkinton Village Hall Centenary in 2022: **Resolved:** that the Village Hall Committees and the WI be consulted so that their plans can be supported.

## 09.03.11 POLICIES FOR APPROVAL

**09.03.11.1** To **receive** and **approve** a **Virtual Meeting Policy:**

**Resolved:** Proposed by Cllr Spencer and seconded by Cllr Dahill, approved unanimously.

## 09.03.12 TRAINING AND SKILLS AUDIT

**09.03.12.1** Councillors were asked that any outstanding skills audits are returned by the end of March.

## 09.03.13 Reports from Working Groups

**09.03.12.1** To **receive** verbal report re the Quarry & Greens including Quarry Wood, Tirley Lane: Cllr Hughes and Cllr Tunney reported that 3 quotes had been received for the work at Quarry Wood a) £1,200 b) £1,375 c) £1,800. **Resolved:** Proposed by Cllr Stewart and seconded by Cllr Spencer that contractor (b) be appointed, on the understanding that the work can be carried out as quickly as possible. Cllr Tunney was also asked to approach the contractor for a Tree Risk Assessment before the remedial work takes place.

The contractor for the grass cutting, Dave White has been sent the service level agreement and the Clerk is awaiting the return of the signed copy and a copy of Mr White's insurance documents.

**09.03.12.2** To **receive** verbal report re the Community Orchard – Cllr Hughes reported that the community planting event went very well and that a number of residents joined in. The council recorded their thanks to Cllr Hughes for sourcing the trees and co-ordinating the planting event. Tarporley Garden Centre have offered a donation of bulbs for planting in the autumn in the orchard.

## 09.03.14 Beeston & Tarporley Station Reopening Group

**09.03.14.1** **Verbal update** – Cllr Tunney reported that he has now resigned his position on the group as he has been elected as Vice Chair to ChALC and needs to prioritise his time. This means that he is no longer involved in the Stakeholder Consultation but has agreed to collate responses from Utkinton and Cotebrook Parish and

*Initialed:*

Council and submit them to the Reopening Group. There was a discussion about the need for car parking space at the station for match funding to continue the scheme. **Resolved:** that councillors submit their views asap to Cllr Tunney to collate and submit to the reopening group.

**09.03.15 WEBSITE/COMMUNICATION/NEWSLETTER**

**09.03.13..1** Website/communication/newsletter – Cllr Tunney is putting together an edition of the Courier to go out in April. Councillors were asked to submit items asap.

**09.03.13.2** Openreach –. Upgrades are ongoing, nothing to report.

**09.03.16 SHUTTLE BUS**

**09.03.16.1** To receive a verbal report – nothing to report

**09.03.17 APPEARANCE OF THE PARISH**

**09.03.17.1 To receive a verbal update** – the parish is currently looking tidier as some hedges have been cut, However there was a concern raised by Cllr Stewart regarding the cut branches recently left by Open Reach Contractors along Tirley Lane and Quarry Bank. **Resolved:** Clerk will attempt to contact Open Reach.

**09.03.17.2** The council received an audit of waste and dog bins in the parish which shows only one currently in the parish. **Resolved:** that a poll be shared on social media asking residents to identify two potential sites for dog bins. The council can then discuss specific details with CW&C.

**09.03 .18 CORRESPONDENCE**

**09.03.18.1** Cllrs noted the correspondence received since the last meeting on 9<sup>th</sup> February

SENDER	DATED	DETAILS	RECOMMENDED ACTION
Connor Burns on behalf of Fisher German	15.02.2021	Pre-planning information for extension at the Fox and Barrel	Response sent and shared with Council
Lynsey Jennings CW&C	9.02.21 – 8.03.21	Discussions and guidance on response to NP Examiner's questions.	Factual errors corrected and circulated to council for comments by noon Wed 3 <sup>rd</sup> March
Police and Crime Commissioner	15.02.2021	Stakeholder Bulletin	Circulated to Council
Edward Timpson MP	16.02.2021	Letter drafted by Cllr Spencer send to MP for assistance with Highway issues, response received and site visit planned.	Circulated to council
Cllr Atkinson	17.02.2021	Ongoing flooding issues outside Watercress Cottage on Oulton Mill Lane	Clerk waiting for response from CW&C
CW&C Waste Consultation	22.02.2021	Response to be submitted to CW&C on behalf of parish council	Circulated to council
RSN Rural Funding Digest	Monthly	Monthly Bulletin	Circulated
8 x offers from residents to plant trees	24.02.2021	Tree planting at Cotebrook Common – photos shared on social media and website.	Repeat in autumn with bulbs?
Chris Mosley, CW&C	27.02.2021	Thank you to Cllr Hughes for efforts to obtain trees and coordinate planting.	Noted
Resident x 2	28.02.2021	Information re local dog bins	Chair responded to email
ChALC	Weekly	Weekly bulletin x 4	circulated
PC 4372 Philip Monks	02.03.2021	Crime statistics for Tarporley area	See below.

**Crime Details February 2021 Tarporley Ward**

Anti-social behaviour	1
Criminal damage	0
Domestic Assault/Incidents/Harassment	4

*Initialed:*

Theft/Fraud	3
Burglary	1
Suspicious persons incidents/CFS/missing	13
RTC/Road Related	6
Civil Matters	1
Sudden death	1
Covid related	0

**09.03.19 COUNCILLORS UPDATE ON PARISH COUNCIL ISSUES:** no issues shared.

**09.03.20 DATE OF NEXT MEETING**

The next meeting of Utkinton and Cotebrook Parish Council will be held virtually on Tuesday 13<sup>th</sup> April 2021 at 7.30pm, and government guidelines currently allow virtual meetings to continue.

Signed..... Chair

Date.....

**PART TWO - CONFIDENTIAL AGENDA**

*Members of the public are asked to leave the meeting at this point.*

*Part Two items are confidential and are defined by the Information Commissioner's Office as containing personal information, information obtained in confidence and/or sensitive commercial interests). More information is contained in the Good Clerk's Handbook NALC 2017.*

<http://www.nalc.gov.uk/library/publications/801-good-councillors-guide/file>

**Present:** Cllr Atkinson, , Cllr Tony Burford, Cllr Dahill, Cllr Hughes, Cllr Needham, Cllr Spencer, Cllr Stewart, Cllr F Tunney (Chair)

**Apologies:** Cllr Roger Barnes

**09.03.21** To **receive** any declarations of new interest: none declared

**09.03.22** To **approve** the recommendation of the Appointment Panel in the **appointment** of a permanent Clerk and Responsible Financial Officer: **Resolved:** council agreed unanimously to approve the recommendation of the Appointment Panel.

*Initialed:*