

UTKINTON AND COTEBROOK PARISH COUNCIL

Clerk and RFO: Mrs Kathryn Lloyd
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MINUTES

Parish Council meeting held at Utkinton Village Hall on Tuesday 12th July 2022 at 7.30pm

| 12.07.01 | Public Open Forum: There was one member of the public present but no issues were raised. | ACTIONS | | | | | | | | | | | | |
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| 12.07.02 | <p>Present: Cllrs Marian Atkinson, Andrew Needham, Graham Spencer, Graham Stewart and Francis Tunney (Chair)</p> <p>Apologies accepted from: Cllrs Tony Dahill, Matthew Grant and Jason Hughes</p> <p>In attendance: CWaC Ward Cllr Eveleigh Moore-Dutton and Kath Lloyd, Clerk</p> | | | | | | | | | | | | | |
| 12.07.03 | Declarations of new interest: None declared | | | | | | | | | | | | | |
| 12.07.04 | Minutes of Parish Council meeting of 14th June 2022: Approved as an accurate record and no matters arising. | | | | | | | | | | | | | |
| 12.07.05 | <p>Cheshire West & Chester Council Matters: Cllr Moore-Dutton reported that –</p> <ul style="list-style-type: none"> • She has “called in” the Planning Application 22/01785/FUL Fox and Barrel as she considers it to be intensive development in a rural area. • The £0.5m Community Initiative Fund is to be announced within the next few weeks and will provide one off funding for community groups to improve local facilities. • Cheshire West and Chester Council have allocated an additional £200k to go towards planned pothole repairs rather than emergency works. | | | | | | | | | | | | | |
| 12.07.06 | Asset Register: councillors noted the revised asset register for 2022 – 23 and the Chair signed it on behalf of the council. | | | | | | | | | | | | | |
| 12.07.07 | <p>Planning Applications:</p> <p>12.07.07.1 To note applications received and agree or ratify a response to the following applications and to consider applications received since the publication of this agenda</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Ref No</th> <th style="width: 15%;">Site Address</th> <th style="width: 30%;">Proposal</th> <th style="width: 40%;">Response</th> </tr> </thead> <tbody> <tr> <td>22/01785/FUL</td> <td>Fox and Barrel</td> <td>Siting of 10 glamping pods, ground source plant pod and storage pod.</td> <td>Discussed at length and agreed that an objection should be submitted.</td> </tr> <tr> <td>22/01707/FUL</td> <td>Land adjacent to 16 Northgate</td> <td>Erection of a single dwelling</td> <td>Objection noted</td> </tr> </tbody> </table> <p>12.07.07.2 No decisions had been received.</p> | Ref No | Site Address | Proposal | Response | 22/01785/FUL | Fox and Barrel | Siting of 10 glamping pods, ground source plant pod and storage pod. | Discussed at length and agreed that an objection should be submitted. | 22/01707/FUL | Land adjacent to 16 Northgate | Erection of a single dwelling | Objection noted | Chair/ Clerk to draft objection |
| Ref No | Site Address | Proposal | Response | | | | | | | | | | | |
| 22/01785/FUL | Fox and Barrel | Siting of 10 glamping pods, ground source plant pod and storage pod. | Discussed at length and agreed that an objection should be submitted. | | | | | | | | | | | |
| 22/01707/FUL | Land adjacent to 16 Northgate | Erection of a single dwelling | Objection noted | | | | | | | | | | | |
| 12.07.08 | <p>Finance Matters</p> <p>12.07.08.1 Councillors approved the accounts for payment and noted the accounts paid since 14th June 2022 – APPENDIX A</p> <p>12.07.08.2 The Chair scrutinised the bank statements as at end June 2022, councillors were invited to check them and the Chair signed them on behalf of the council.</p> | | | | | | | | | | | | | |

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| 12.07.09 | Reports from Working Groups 12.07.09.1 The council received a verbal report on the Quarry & Greens from the Chair and no issues were raised. 12.07.09.2 The Chair gave a verbal report on the Community Orchard which was still felt to be looking untidy and it was agreed that the contractor would be asked to improve the appearance of the area if possible. | Chair to contact contractor |
| 12.07.10 | Highways Matters The Chair reported that scalplings had been laid along Tirley Lane after repeated requests to CWaC The police are continuing their speed monitoring and the Chair will ask for details of the number of vehicles who contravene the speed limits. | Chair to liaise with Police |
| 12.07.11 | Queen Elizabeth II Platinum Jubilee 12.07.11.1 The Clerk presented a financial summary report for the Jubilee events - see APPENDIX B 12.07.11.2 The council considered suggestions for community projects to be funded from the surplus Jubilee funds and agreed that local residents should be asked for ideas through social media platforms and the Courier which is due to be printed in September. | |
| 12.07.12 | Correspondence: The council noted the correspondence received in the last month. | |
| 12.07.13 | Councillors updates on Council Matters: Councillors were reminded that the casual vacancy has been advertised with a closing date of 31 st July and applications will be considered at the Sept Parish Council meeting. Councillors were asked to remind friends and neighbours of the vacancy. The Chair asked for items for the Courier as soon as possible. | |
| 12.07.14 | Date of next meeting Tuesday 13 th September 2022 at 7.30pm in Utkinton Village Hall | |

APPENDIX A

For meeting 12th July 2022

ACCOUNTS FOR PAYMENT

| PAYEE | DESCRIPTION | NET (£) | VAT (£) | TOTAL (£) |
|------------------------------------------------------------|-------------|---------|---------|-----------|
| DIRECT DEBIT PAYMENTS CHARGED INTO OUR BANK ACCOUNT | | | | |
| | | | | |

| PAYMENTS MADE (approved 14th June) | | | | |
|------------------------------------------------------|---------------------------------------------------------------|---------|-------|---------|
| Clerk's salary | May salary | £330 | 0 | £330 |
| Cllr F. Tunney | Ink and laminating pouches for Jubilee event | £40.11 | 0 | £40.11 |
| Gallaghers Insurance | Insurance Premium for 2022 – 23- legal requirement | £539.72 | 0 | £539.72 |
| Lost Boys Band | Jubilee event | £250 | 0 | £250 |
| Weetwood Ales Ltd | Jubilee event - bar | £334 | 66.80 | £400.80 |
| Coffee House @ Rose Farm | Jubilee tea party | £267 | 0 | £267 |
| Cheshire Community Action | Annual subscription – approval to setup annual Standing Order | £20 | 0 | £20 |
| Cestrian Loos | 4 single loos for Jubilee event | £300 | £60 | £360 |
| Information Commissioner's Office | Annual registration – legal requirement | £40 | 0 | £40 |

| | | | | |
|-------------------------------|----------------------------------------|--------|---|--------|
| Kath Lloyd | Microsoft annual subscription | £59.99 | 0 | £59.99 |
| Printing and stationary costs | Vicars Cross Community Centre, Chester | £50 | 0 | £50 |

| | | | | |
|------------------------------------------------------|-------------------------|-------|-------|----------|
| PAYMENTS DUE – as at 9th July 2022 | | | | |
| Clerk's salary | June salary | £330 | 0 | £330 |
| Space Stage | Stage for Jubilee event | £1160 | 232.0 | £1392.00 |
| Mid Cheshire Footpath Society | Annual Subscription | £8 | 0 | £8 |

APPENDIX B

Utkinton and Cotebrook Parish Council

Finance Report End Quarter One June 2022

The council started the year with a healthy carry forward of £9439.28 and received a precept payment of £9,400 in April.

The council has not had any unplanned expenditure this quarter although it should be noted that the Grounds Maintenance contract has been amended to include additional grass and hedge cutting and will cost the council £1250 this year.

The income and expenditure from the Platinum Jubilee events is included in the Parish Council Bank Reconciliation below (table A) and leaves the parish council with a balance of £19,956.26 at the end of the quarter. It should be noted that this includes a CIL (Community Infrastructure Levy) payment of 1,307.58 from Cheshire West and Chester Council in November 2021 which can only be spent on improvements to local infrastructure.

TABLE A

Bank Reconciliation at 30th June 2022

| | | |
|----------------------------|---------------|--------------------------|
| Cash Book | Balance b/fwd | 9,439.28 |
| Plus | Receipts | 17,337.33 |
| Less | Payments | £6,820.35 |
| | | <u>£19,956.26</u> |
| Bank | Current a/c | £0.00 |
| | Deposit a/c | £19,956.26 |
| Less unrepresented cheques | | <u>£19,956.26</u> |

In June 2022, the parish council held a number of events to celebrate the Platinum Jubilee of Queen Elizabeth II and the income and expenditure relating to these activities has been separated from the parish council accounts in Table B below. Although there are a few minor items to still be included, it appears that there is around £4,600 surplus from the events.

TABLE B

| | |
|---------------------------------|--------------------|
| Income | £9,737 |
| Expenditure | £4,165.00 |
| Balance | £5,572.00 |
| Outstanding items: | |
| One sponsor Payment from Rotary | £500 |
| Space Stage Invoice | ? |
| | -£1,392 |
| Potential balance | £4,680 |