



**UTKINTON AND COTEBROOK PARISH COUNCIL
MEETING
Utkinton Village Hall
Tuesday 9th April 2024 at 7pm**

Clerk & RFO: Kath Lloyd

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MINUTES

09.04.01	<p>Public Open Forum: There were seven members of the public present and the following issue were raised:</p> <ol style="list-style-type: none"> 1. A resident congratulated the council on the developments over the last year, including the bulb planting, new notice boards and benches etc. However, he expressed concern at the wording of agenda item 09.04.08 and suggested that the item would read better as “to consider the timing and siting of Remembrance events”. 2. The same resident also expressed concern that he was not aware of the council having a 3 or 5 year plan or a Constitution. 3. A second resident observed that he would expect everyone to show respect to the fallen and attend every opportunity to pay those respects. <p>The Chair thanked the residents for their views.</p>
09.04.02	<p>Present: Cllr Marian Atkinson, Cllr Tony Dahill, Cllr Matthew Grant, Cllr Andrew Needham, Cllr Graham Stewart, Cllr Caroline Stubbs. Apologies: Cllr Sarah Crawford. *At this point, the Chair reported that Sarah Crawford has resigned from her role as parish councillor and that the Clerk has informed CWaC Democratic Services. Advertisements for interested parties will be circulated as soon as CWaC give approval. The Council asked the Clerk to send Sarah some flowers and a thank you card.</p>
09.04.03	<p>Declarations of Interest: Cllr Tony Dahill and Cllr Caroline Stubbs declared a non pecuniary interest in item 09.04.04.</p>
09.04.04	<p>Co-option of new councillor:</p> <p>09.04.04.01 Councillors met the four applicants for the role of co-opted parish councillor who all introduced themselves and were then asked a few questions by councillors.</p> <p>09.04.04.02 Council resolved to exclude members of the press and public under the Public Bodies (Admissions to Meetings) Act 1960 to enable it to discuss the merits or otherwise of the applicants. Councillors with DOI also left the room. Proposed by Cllr Grant and seconded by Cllr Atkinson. A short discussion took place and the members of the public and council were then invited to return.</p> <p>09.04.04.03 The Parish Council meeting re-convened as an open meeting and a vote took place in accordance with Standing Order 12 as adopted by the council in May 2023, using ballot papers. Sami Kastenieni was duly co-opted into the role of parish councillor and invited to take his seat at the council table. The Clerk will ensure that the necessary DOI and acceptance forms are signed before the next meeting.</p>
09.04.05	<p>Minutes of Parish Council meeting of 12th March 2023: Cllr Grant proposed that the minutes of the last meeting be approved as accurate, seconded by Cllr Dahill and approved by council. The Chair signed them on behalf of the council.</p>
09.04.06	<p>Cheshire West & Chester Council Matters: CWaC Ward Cllr Charles Hardy gave a verbal update of his work over the last month which included:</p>

	<ul style="list-style-type: none"> • The second repairs on John Street outside Rose Farm have now been completed • Cllr Hardy continues to work with CWaC to maintain progress on other local roads eg Heath Lane • Cllr Hardy acknowledged that rural transport continues to be a major concern however, the data from the last operational year of the Community Bus service showed very little use or demand from local residents. • Cllr Hardy is trying hard to get a meeting together with CWaC Officers and local parish councillors but is making slow progress due to the capacity of those officers. Cllr Stewart raised the concerns about the road outside Cotebrook Village Hall and asked Cllr Hardy to include that in his conversations. The Clerk will send the latest email trail to Cllr Hardy.
09.04.07	<p>Work Programme: the council recieved updates on the following:</p> <p>09.04.07.01 Gateway signs progress – ordered, awaiting street furniture licences from CWaC. 09.04.07.04 Northgate Steps update from PROW – no update, Clerk will try to make contact with PROW. 09.04.07.03 Stable Lane traffic issues – discussed during 09.04.06 09.04.07.04 Meet the Councillors session at Rose Farm on Saturday 27th April 10 – 12 noon. All Councillors asked to prioritise the event. 09.04.07.05 Work at Cotebrook Community Orchard -deferred for decisions at next meeting.</p>
09.04.08	<p>Remembrance Weekend: Council agreed that in light of the comments made by the public, this item would be deferred to a later date so that full consideration could take place. In 2023, two events had taken place; one on Saturday 11th Nov which raised £566 for the Royal British Legion and one on Sunday 12th Nov at Utkinton Village Hall which included the laying of a wreath at the War Memorial on John Street. Cllr Grant clarified that the council has never voted not to hold an event on Remembrance Sunday but that there were health and safety concerns with roadside events. There was a suggestion that residents be asked for their opinions at the “Meet Your Councillor” event on Saturday 27th April but council decided against it. The issue will be on the agenda at the June council meeting.</p>
09.04.09	<p>Jubilee Funding Group: Cllr Atkinson gave a verbal update from the Jubilee Funding Group and reported that other community organisations are engaged with the Big Community Raffle and that surplus funds (after costs) be split five ways (2 x Village Halls, WI, St Helen’s Church and PC).</p>
09.04.10	<p>Utkinton St Pauls Primary School: Cllr Grant reported that he had met with the CEO of the Trust and the current headteacher of the primary school and both had confirmed that it is likely that the school will close in July, pending approval by the Secretary of State. The land is owned by the Board of Finance of the Diocese and no decision has been made on the future of the site.</p>
09.04.10	<p>Planning Applications:</p> <p>09.04.10.1 There were no new planning applications received.</p> <p>09.04.10.2 There were no decisions received</p>
09.04.11	<p>Finance Matters</p> <p>09.04.11.1 The council approved the accounts for payment and note accounts paid since 12th March 24 – see Appendix A</p> <p>09.04.11.2 Councillors noted the bank balance and cash book at the end of March 2024</p> <p>09.04.11.3 There were no applications for grant funding</p>
09.04.12	<p>Councillor’s reports and items for future agenda: There were no reports shared.</p>
09.04.13	<p>Date of future meetings – Tuesday May 14th at Cotebrook Village Hall Councillors were reminded that the Annual Meeting of the Parish will take place at 6.30pm in May to allow residents to share any concerns and hear the Chairman’s Annual Report.</p>

APPENDIX A

TUESDAY 9th April 2024

CLERK'S REPORT

1. ACCOUNTS DUE FOR PAYMENT

NAME	DETAILS	VAT	TOTAL
Kathryn Lloyd	Clerk's salary		362
CHaLC	Annual Subscription		223.06
James Newman	Additional cost of felling of trees as per tree survey (£500 previously approved 13 th Feb PC meeting)		200
Word press	Website annual charge		100.80
Vicars Cross Community Centre	Annual printing and stationary		120
CWaC Licencing Dept	Gambling licence for Big Raffle		40

2. Cashbook Reconciliation

UTKINTON & COTEBROOK PARISH COUNCIL

Bank Reconciliation at 31st March 2024

Cash Book	Balance b/fwd	£18,273.88
Plus	Receipts	£661.47
	Payments	£3,660.28
		£15,275.07
Less		
Bank	Current a/c	£0.00
	Deposit a/c	£15,275.07
Less unrepresented cheques		
		£15,275.07

JUBILEE/CORONATION FUND

Bank Reconciliation at 31st March 2024

Cash Book	Balance b/fwd	£6,671.58
Plus	Receipts	£7,256.26
Less	Payments	£5,959.64
		£7,968.20

NOTE: For auditing purposes, the parish council ends the year on £15,275.07. However, council might wish to note that a decision has been made to ring fence money raised by the Jubilee Funding Group for projects identified by the community and therefore unmarked reserves carried forward are £7,306.87

3.Operational Update

Correspondence has been received from CWaC Highways stating that they do not have any road safety concerns for Stable Lane at Cotebrook Village Hall. Clerk has circulated to councillors and responded that local community and parish council do not agree.

All councillors are asked to join in the Meet Your Councillor event at Rose Farm on Saturday 27th April from 10 – 12pm to meet and chat to local residents and raise the council's profile.

DRAFT