

UTKINTON AND COTEBROOK PARISH COUNCIL MEETING

Rose Farm Coffee House on
Tuesday 11th December 2024 at 7pm



MINUTES

11.12.01	Public Open Forum: There were no members of the public present.
11.12.02	<p>Present: Cllr Marian Atkinson, Cllr Matthew Grant, Cllr Sami Kastenieniemi, Cllr Andrew Needham, Cllr Graham Spencer (Chair)</p> <p>Apologies: Cllr Caroline Stubbs (holiday) – accepted, Cllr Ed Stubbs (Work commitments) – accepted, Cllr Graham Stewart (no reason given) – noted.</p> <p><i>The Local Government Act 1972 outlines the general framework for local councils, including the requirement for councillors to attend all meetings (Good Councillors Guide 2024 p52)</i></p> <p>In attendance: CWaC Ward Cllr Charles Hardy and Kath Lloyd, Clerk</p>
11.12.03	Declarations of Interest: There were no declarations of new interest.
11.12.04	Minutes of Parish Council meeting of 12th November 2024: Cllr Kastenieniemi, proposed that the minutes of the previous council meeting be approved as accurate, seconded by Cllr Atkinson and approved by council. The Chairman duly signed the minutes on behalf of the council.
11.12.05	<p>Cheshire West & Chester Council Matters: CWaC Ward Cllr Hardy reported that he has been in contact with CWaC Highways about the poor state of the road surface on John Street which has been resurfaced three times in the last year and is still in a very poor condition with one pothole presenting as dangerous. He is awaiting a response and will circulate it to Councillors when he receives it. Cllr Atkinson asked if CWaC's emergency response was adequate over the previous weekend when power cuts took place as a result of the storms. She was aware of a number of vulnerable residents who had been left without power for up to 36 hours.</p> <p>Cllr Hardy reminded Councillors that CWaC has no authority over electricity supplies and that residents should register with their own provider as a "vulnerable person" in order to be prioritised in cases of emergency.</p> <p>There was a brief discussion about the Parish Council creating a Resilience Plan and "Buddy" scheme to ensure that residents are safe during emergency events. Resolved: to be included on a future agenda.</p> <p>Cllr Hardy understands that the fallen tree on Mill Lane will mean that the road is closed for some time as CWaC Highways work through the storm damage across the Borough.</p>
11.12.06	<p>Planning Applications:</p> <p>11.12.06.1 There were no new planning applications received</p> <p>11.12.06.2 There were no decisions received</p>
11.12.07	<p>United Utilities: There was dismay and frustration shared about the installation of a large water tank by United Utilities without any consultation with either the parish council or Cllr Hardy. A number of residents have contacted parish councillors expressing their anger at the unsightly and very large green water tank which has appeared without the need for planning permission but which contravenes the Parish Neighbourhood Plan. Resolved: The Clerk will draft a letter to the CEO of United Utilities expressing the parish council's concerns and circulate to Councillors for input.</p>

11.12.08	<p>Finance Matters</p> <p>11.12.08.1 Councillors approved the accounts for payment and note accounts paid since 14th Nov 2024 (Appendix A) Proposed by Cllr Grant, seconded by Cllr Atkinson. Cllr Grant noted that the cost of the Parish Times printing would be mitigated by the £100 agreed with Rose Farm for advertising space.</p> <p>11.12.08.2 Councillors noted the bank balance and cash book at the end of November 2024</p> <p>11.12.08.3 The Chairman summarised the grant applications received by the Jubilee Funding Group this month (details within the minutes of the JFG minutes) and Cllr Kastenemi proposed that Utkinton Village Hall be awarded a grant of £500 towards a new front door and that St John's Church be awarded £397 towards the cost of renovating a footpath. Motion carried unanimously.</p> <p>11.12.08.4 Councillors noted the draft budget for discussion and voting at the January Parish Council Meeting</p>
11.12.09	<p>Work Programme: Cllr Grant gave a brief overview of the project and there is an information session planned at Rose Farm Coffee Shop this coming Saturday (14th Dec) which all Councillors are invited to attend. The photography competition is open only to those residents within the parish boundaries and the winning photos will be made into a calendar for 2026. Residents are also invited to sponsor a bird box with a minimum donation of £10 and certificates will be issues to those who take part.</p>
11.12.10	<p>Future meetings: Councillors discussed moving the regular evening meeting of the Parish Council from the second Tuesday of each month to the second Monday of each month and Cllr Grant proposed that the regular night of the council meeting be moved to the second Monday of each month, seconded by Cllr Atkinson, motion carried unanimously. Resolved: The Clerk will circulate new dates and venues.</p>

APPENDIX A

CLERK'S REPORT - 10th December 2024

1. ACCOUNTS FOR APPROVAL

NAME	DETAILS	VAT	TOTAL
Kathryn Lloyd	Clerk's salary December 2024		473.60
Cotebrook Village Hall	Room hire		24.00
Vicars Cross Community Centre	Printing and stationary annual charge		120
James Newman	Grounds maintenance		247.50
Audlem Printers	500 x Parish Times		200

2. Cashbook Reconciliation

UTKINTON AND COTEBROOK PARISH COUNCIL

Bank Reconciliation at 30th November 2024

Cash Book	Balance b/fwd	£10,412.04
Plus	Receipts	£6,485.27
Less	Payments	£2,129.93
		£15,036.28
Bank	Current a/c	£0.00
	Deposit a/c	£15,036.28
Less unrepresented cheques		

£15,036.2
8

JUBILEE/CORONATION FUND

Bank Reconciliation at 30th Nov 2024

Cash		
Book	Balance b/fwd	£7,968.20
Plus	Receipts	£7,968.32
Less	Payments	£7,851.20
		£8,085
		.32

TO NOTE:

- Councillors should note that the £8085 ringfenced as Jubilee Funds is part of the total £15, 036 held by the parish council and not additional.
- The Clerk has received two expressions of interest in the role of co-opted Councillor and this item will be addressed at the January 2025 parish council meeting.
- The parish council has a new phone number – 07754565708