



**UTKINTON AND COTEBROOK PARISH COUNCIL
MEETING
Cotebrook Village Hall on
Tuesday 13th January 2024 at 7pm**

Clerk & RFO: Kath Lloyd

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MINUTES

13.02.01	<p>Public Open Forum: There were two members of the public present who both raised issues for the council to consider.</p> <ol style="list-style-type: none"> 1. Resident 1 asked for support to urge CWaC to urgently fix the broken drain in Woodlands Close which impacts on eleven properties and is preventing access for emergency vehicles. The Clerk will email the details to Ward Cllr Hardy. 2. Resident 2 reported that there was a road sign on the A49 which had been broken for several months. This led into a wider discussion about the poor state of many road signs in the area. Cllrs Atkinson and Spencer have completed a survey of signs which need attention and this was already covered on the agenda in Item 13.02.09 	ACTIONS
13.02.02	<p>Present: Cllr Marian Atkinson, Cllr Tony Dahill, Cllr Matthew Grant, Cllr Andrew Needham, Cllr Graham Spencer (Chair) and Cllr Caroline Stubbs Apologies: Cllr Graham Stewart In attendance: CWaC Ward Cllr Charles Hardy and Kath Lloyd, Clerk</p>	
13.02.03	<p>Declarations of Interest: There were no new declarations of interest.</p>	
13.02.04	<p>Co-option of new councillor: Councillors noted that the advertisements have been posted inviting residents to express an interest in the casual vacancy and the closing date has now been extended to 11th March. Councillors are encouraged to invite likely candidates to apply.</p>	
13.02.05	<p>Minutes of Parish Council meeting of 9th January 2023: Councillors approved the minutes of the previous council meeting as accurate and the Chair and signed them on behalf of the council. Matters arising: The Chair asked council to note that the Clerk has tried to find suitable venues for the parish council meetings if the council were to move the evening of the regular meeting to a Monday or Wednesday. The village halls are both booked most evenings making a change of evening problematic and it was agreed that the new time of 7pm worked well for most people and that for now the evening of the meeting would stay as the second Tuesday of the month with a possible change in the future if both village halls could accommodate a Monday evening.</p>	
13.02.06	<p>Cheshire West & Chester Council Matters: Cllr Hardy reported that he had been busy with a number of items:</p> <ul style="list-style-type: none"> - The Community bus service which used to run through Utkinton has now been withdrawn due to lack of use. - Cllr Hardy and Edward Timpson MP have met with the Agents acting on behalf of the Fox and Barrell to hear their updated plans and the Clerk has emailed the Agents asking for a public meeting for residents and Little Budworth and Utkinton and Cotebrook parish councillors. She is awaiting confirmation from them. - Johns Street new tarmac is due to be re-laid in March as some of the resurfacing carried out before Christmas is already cracking. 	

	<ul style="list-style-type: none"> - There have been objections raised to building work being carried out at Stable Cottage and the CWaC Enforcement Team are now involved. - Cllr Hardy has considered a litter pick along the A49 but is reluctant due to the heavy level of traffic along the road. - There are ongoing issues with the drainage system at the Cotebrook Shire Horse Centre and Cllr Hardy is hoping for an update soon. <p>Question: A question was raised by Cllr Needham regarding the potential for a conflict of interest in the MP and CWaC Cllr meeting with the Fox and Barrell Agents at a pre-planning stage. Cllr Hardy stressed that there was no implication of approval or objection but was a listening and learning exercise.</p>	
13.02.07	<p>Work Programme: the council received updates on the following from Cllr Grant:</p> <p>13.02.07.1 Website – working well, Clerk is able to update, schedule events and upload documents. Residents are able to sign up for email updates and the newsletter and feedback has been very positive.</p> <p>13.02.07.2 Gateway signs – ordered</p> <p>13.02.07.3 Notice boards – Utkinton notice board has been installed at Rose Farm and it is hoped that the Cotebrook one will be installed within the next week or two. A new contractor has been asked to complete this task and the fencing at High Billinge pond.</p> <p>Cllr Grant suggested that some interpretation boards around the parish giving local historical information would enhance the area – council agreed that costs and proposals should be brought to the next meeting.</p> <p>13.02.07.4 High Billinge pond fence – see above.</p> <p>13.02.07.5 Tree Survey – circulated to councillors and an action plan will be considered at the next meeting.</p>	<p>Cllr Grant</p> <p>Clerk</p>
13.02.08	<p>Consideration of new areas of work:</p> <p>13.02.08.1 Councillors agreed to plant a hedge at the back of the orchard at Cotebrook – Cllr Stubbs will work with Cllr Dahill and Mrs Dahill to bring a plan and costs to the next meeting.</p> <p>13.02.08.2 Councillors agreed to have a coffee morning at the Rose Farm Cafe for the residents to meet the Councillors and be shown the new website and discuss issues. The date of Saturday 13th April was provisionally agreed and Cllr Grant was asked to confirm the date with Yanna at Rose Farm. The Clerk will put together a flyer for the next meeting.</p> <p>13.02.08.3 Councillors discussed some idea on how to recruit volunteers and it was agreed that Duke of Edinburgh Students might be an idea.</p> <p>13.02.08.4 Councillors discussed where the local defibrillators are and how the locations can be publicised. It was agreed that local information should be posted on the website.</p>	<p>Cllr Stubbs & Cllr Dahill</p> <p>Cllr Grant Clerk</p> <p>Clerk</p>
13.02.09	<p>Traffic issues: The council discussed ongoing issues of speeding traffic on Stable Lane and considered a number of options, including flashing signs, rumble strips and a one way system. The visibility on the corner by the village hall is particularly poor and there has been recent damage to new planters outside the hall from vehicles as well as damage to a resident's property on the other side of the lane. The police are in agreement that this is a dangerous spot and that something needs to be put in place. Council resolved that three councillors would meet to discuss in more detail and return with a firm proposal to CWaC Highways.</p>	<p>Cllrs Atkinson/Spencer and Dahill</p>
13.02.10	<p>Local issues raised with Clerk:</p> <p>13.02.10.1 The council noted the issue of blocked gullies in Woodlands Close, Cotebrook, despite repeated reports to CWaC. HW584888149. Cllr Hardy offered to chase this up</p>	

	but warned that it could take some time.	
13.02.11	<p>Planning Applications:</p> <p>13.02.11.1 There were no planning applications received since the last meeting.</p> <p>13.02.11.1 There were no planning decisions reported.</p>	
13.02.12	<p>Finance Matters</p> <p>13.02.12.1 The council approved the accounts for payment and note accounts paid since 9th Jan 2024</p> <p>13.02.12.2 The council noted the bank balance and cash book at the end of January 24 and considered a request from Utkinton Village Hall for a potential parish council representative on their committee. Cllr Atkinson proposed that Cllr Stubbs be the parish council representative if needed, seconded by Cllr Dahill and passed unanimously. The Clerk will contact Utkinton Village Hall and update them.</p> <p>13.02.12.3 Cllr Grant proposed that the council contract with UHY Hacker, Chester to act as Internal/local auditor for 2023/24 audit, seconded by Cllr Dahill and passed unanimously. Councillors noted that they will need to complete the Annual Governance Return for the first time as annual expenditure/income has exceeded £25,000</p> <p>13.02.12.4 Grant Funding – Cllr Needham proposed that the Dome Room in Tarporley should be considered for grant funding, the Trustees have applied for Landfill Funding for a renovation project but need match funding. The Clerk was asked to send Cllr Needham a copy of the grant application form and arrange a meeting of the Jubilee Fund Group to consider the application.</p>	Appendix A Clerk
13.02.13	<p>Councillor's reports and items for future agenda:</p> <ul style="list-style-type: none"> Cllr Atkinson reported that the hedges along Utkinton Lane have been cut back and look much better although the road is still very muddy. Cllr Needham asked if there was any update on the status of the primary school in Utkinton and it was agreed that the Clerk will try to arrange a meeting with the Academy CEO and Cllr Grant to seek clarification. 	Clerk
13.02.14	<p>Date of future meetings</p> <p>See below</p>	All

MEETING DATES 2024

Tuesday March 12 th	Cotebrook Village Hall
Tuesday April 9 th	Utkinton Village Hall
Tuesday May 14 th	Cotebrook Village Hall
Tuesday June 11 th	Utkinton Village Hall
Tuesday July 9 th	Cotebrook Village Hall
NO MEETING IN AUGUST	
Tuesday September 10 th	Utkinton Village Hall
Tuesday October 8 th	Cotebrook Village Hall
Tuesday November 12 th	Utkinton Village Hall
Tuesday December 10 th	Utkinton Village Hall – starts at 7pm for one hour only

APPENDIX A

TUESDAY 13TH FEBRUARY 2024

CLERK'S REPORT

1. ACCOUNTS DUE FOR PAYMENT

Kathryn Lloyd	Clerk's salary	362
Great Boughton Parish Council	Magnetic buttons for noticeboards	18.30
Tree surgeon	One day's tree work to safely remove dead trees and carry out work identified in the tree survey	500

2. Cashbook Reconciliation

UTKINTON & COTEBROOK PARISH COUNCIL			
Bank Reconciliation at 31st January 2024			
Cash Book	Balance b/fwd		£18,273.88
Plus	Receipts		£623.68
	Payments		£656.20
			£18,241.36
Less			
Bank	Current a/c		£0.00
	Deposit a/c		£18,241.36
Less unpresented cheques			£18,241.36

3. OPERATIONAL UPDATE

- a) Resident reported dangerous large hedge cuttings along Smithy Lane – reported to CWaC SS585226406
- b) Phone call from Tarporley Drama Group re. posters on new notice boards – clarified situation
- c) Phone call from resident asking to book Village Hall – redirected to appropriate person
- d) Resident reported large potholes on Heath Lane – reported to CWaC HW580175491. Email response from CWaC states that work has been scheduled.
- e) Message via facebook messenger about Community Bus Scheme – reminder posted on social media. Another resident has since rung the service and it seems that it might not be operational – Clerk will keep council updated.
- f) The Clerk has been contacted by Fishergerman, who are acting as agents for the Fox and Barrell, asking for a meeting with the parish council and Little Budworth Parish Council. It has been suggested that it would be more appropriate for them to host a public meeting and invite both sets of councillors and the local CWaC Ward Councillor, this would enable local residents to hear the plans as well as councillors.
- g) **ACTION:** The council has received a request for a representative on the Utkinton Village Hall Committee – volunteer please.

DRAFT