

**UTKINTON AND COTEBROOK PARISH  
COUNCIL MEETING  
Rose Farm Coffee House  
Monday 10<sup>th</sup> February 2025**



**MINUTES**

<b>10.02.1</b>	<p><b>Public Open Forum:</b> There were no members of the public present, however, Cllr Andrew Needham asked permission from the Council to raise two public issues, permission granted –</p> <ul style="list-style-type: none"> <li>• As a member of the CPRE (Campaign to Protect Rural England), the Parish Council needs to be aware of the potential impact of the decision made on Devolution to Cheshire and Warrington and the election of a Mayor covering the Region. This could impact on a number of current and emerging pieces of work ie             <ol style="list-style-type: none"> <li>a) The Spatial Development Strategy currently in place for each of the three local authority areas would become one strategy for the region <a href="#">Local Plans and spatial development frameworks – status and our input – CPRE Cheshire</a></li> <li>b) The Local Area Energy Plan which oversees the locations of wind farms, solar farms etc will need to encompass all three areas</li> <li>c) The Local Nature Recovery Strategy will need to be revised and include all three areas</li> <li>d) There will inevitably be an impact on the National Lane Use consultation <a href="#">Government launches “national conversation” on land use - GOV.UK</a></li> </ol> </li> </ul> <p>Cllr Needham stressed the importance of parish councillors keeping updated and informed all these and other strategic plans which may be affected by the creation of a Cheshire and Warrington Region.</p>								
<b>10.02.02</b>	<p><b>Present:</b> Cllr Marian Atkinson, Cllr Andrew Needham, Cllr Sami Kastenieniemi, Cllr Stephen Moore, Cllr Graham Spencer, Cllr Graham Stewart, Cllr Caroline Stubbs (from 7.15pm) Cllr Ed Stubbs (from 7.15pm)</p> <p><b>Apologies:</b> Cllr Matthew Grant</p> <p><b>In attendance:</b> CWaC Ward Member Cllr Charles Hardy and Kath Lloyd, Clerk</p>								
<b>10.02.03</b>	<p><b>Declarations of Interest:</b> There were no new declarations of new interest.</p>								
<b>10.02.04</b>	<p><b>Minutes of Parish Council meeting of 13<sup>th</sup> January 2025:</b> Councillors <b>approved</b> the minutes of the previous council meeting and the Chairman signed them on behalf of the Council.</p>								
<b>10.02.05</b>	<p><b>Cheshire West &amp; Chester Council Matters:</b> Cllr Hardy reported that he was still trying to get a date for a second meeting with the CWaC Highways team and the local parish councils. He has been assured by CWaC Highway Officers that they are willing and able to meet but would like to know the key issues that each parish council would like to raise. <b>Resolved:</b> Clerk will forward Highways paper from last year to Cllr Hardy. Cllrs C. Stubbs, Atkinson and Spencer will attend the meeting when the date is confirmed.</p> <p>Cllr Hardy's Members Budget is now closed and will be available again from May 2025.</p>								
<b>10.02.06</b>	<p><b>Planning Applications:</b></p> <p><b>10.02.06.1</b> Councillors noted the application received and agree that no response was required as there were no objections to the scheme.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Ref No</th> <th style="text-align: left;">Site Address</th> <th style="text-align: left;">Proposal</th> <th style="text-align: left;">Response</th> </tr> </thead> <tbody> <tr> <td>25/00135/FUL</td> <td>The Drift House Quarry Bank Utkinton Tarporley CW6 0LA</td> <td>Single storey extension to east elevation.</td> <td>No comment</td> </tr> </tbody> </table> <p><b>10.02.06.2</b> There were no decisions received</p>	Ref No	Site Address	Proposal	Response	25/00135/FUL	The Drift House Quarry Bank Utkinton Tarporley CW6 0LA	Single storey extension to east elevation.	No comment
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10.02.07	<p><b>Unsafe Stiles on The Sandstone Trail between both parishes of Utkinton and Willington:</b> The Clerk reported that she had been in email correspondence with the PROW Officer who was awaiting a response from the landowner before CWaC could take any further action. CWaC are able and willing to replace the broken stiles but need the land owner to contribute to the cost of installation and give permission for activity on his land. It was suggested that the two p-arish council's could consider the cost of installation but could not do anything else until the landowner responds.</p> <p><b>Resolved:</b> Clerk to search Land Registry and confirm land ownership.</p>
10.02.08	<p><b>Finance Matters</b></p> <p><b>10.02.08.1</b> Councillors approved the accounts for payment and note accounts paid since 13<sup>th</sup> January 2025, proposed by Cllr Kastenemi, seconded by Cllr Stubbs, motion carried.</p> <p><b>10.02.08.2</b> Councillors noted the bank balance and cash book at the end of January 2025</p> <p><b>10.02.8.3</b> Councillors approved the appointment of UHY Hacker Young Chartered Accountants as the Parish Council's internal/local auditor – proposed by Cllr Stewart, seconded by Cllr Atkinson, motion carried.</p> <p>Cllr Stewart presented a paper showing a spreadsheet of monthly expenditure against budget and asked if the Council were willing to trial a more detailed monitoring process over the next few months. The Clerk observed that as it would be a public document, salary costs should be shown only as part of the wider "Council Costs" and Councillors agreed. Cllr Stewart agreed that a column showing percentage of budget spent might be useful and he will arrange for the amendments to be made and for the spreadsheet to be sent to the Clerk in readiness for the new financial year.</p>
10.02.09	<p><b>Big Community Festival:</b> The Big Community Festival is now confirmed to be taking place on Saturday 14<sup>th</sup> June between 2 – 8pm at Tirley Garth. The proceeds (after costs) will be split between the five local community groups who are taking part in the event – St John's Church, Cotebrook Village Hall, Utkinton Village Hall, the WI and the Parish Council (through the Jubilee Fund). Cllr Stewart asked if there was any flexibility to share the proceeds with a local charity – Cllr Atkinson will feed this back to the Events Team.</p>
10.02.10	<p><b>Work Programme:</b> Councillors discussed a number of items on the Work Programme and it was agreed that some were no longer relevant, some were complete and others needed to be prioritised. Priorities included:</p> <ul style="list-style-type: none"> <li>• Volunteer recruitment and retention – the Clerk will update the draft Volunteer Policy and bring it to the next meeting.</li> <li>• Speed Monitoring – PCSO Ferreira is keen to hold speed monitoring training sessions for volunteers and the Clerk has been in touch with neighbouring parish councils but they all seem to be happy with their own arrangements. <b>Resolved:</b> the Clerk will confirm dates with PCSO Ferreira and update Councillors asap.</li> <li>• Northgate Steps – after a detailed discussion, it was agreed that the Clerk will bring a full report with costs and recommendations to the March Parish Council meeting for a decision.</li> <li>• Bird Boxes and Wildlife Project - Fifteen bird boxes have now been erected and ten of those have been sponsored by local residents at £10 each. Owl boxes re also being erected, donated by the Barn Owl Trust as part of a Cheshire Wide scheme.</li> <li>• Cotebrook Orchard – Cllr C Stubbs is liaising with a local contractor to remove the green fly tipping that has appeared at Cotebrook Orchard, chip everything and deliver it to Quarry Wood where it can be spread along the footpaths by volunteers. He will also rotavate the strip of land at Cotebrook ready for wild flower seed planting – Cllr Kastenemi proposed that Cllr Stubbs has a budget of £400, seconded by Cllr Stewart, motion carried.</li> <li>• Councillors discussed a potential bench or bin at High Billinge – Cllr Spencer will visit bench supplier and report back.</li> <li>• Council storage – Cllr C Stubbs has made a space available at the rear of a stable and the Clerk, Chair and Vice Chairman have agreed a potential cost of £120 for shelving to keep items off the floor. There will be space for the gazebo, display board and a number of plastic boxes holding the primary school archives and those of the parish council. <b>Resolved:</b> the Clerk wil lliase with Cllr C Stubbs re a formal agreement.</li> <li>• Website – Cllr E Stubbs is looking at the website with a view to updating it and ensuring that it has relevant information easily accessible.</li> </ul> <p>It was agreed that the Clerk and Chairman will update the Work Programme before the next meeting and circulate to Council.</p>

	<p>Cllr Moore informed the Council that Cotebrook Village Hall has obtained 50 mixed variety tree saplings and won't need all of them – Councillors were happy to offer to take whatever are left for planting at Quarry Wood and Cotebrook Orchard.</p>													
<p><b>11.12.11</b></p>	<p><b>Future meetings:</b></p> <table border="1" data-bbox="285 318 1469 716"> <thead> <tr> <th data-bbox="285 318 892 383"> <p><b>At Cotebrook Village Hall, Stable Lane, Cotebrook CW6 0JJ</b></p> </th> <th data-bbox="892 318 1469 383"> <p><b>At Rose Farm Coffee House, John Street, Utkinton CW6 0LP</b></p> </th> </tr> </thead> <tbody> <tr> <td data-bbox="285 383 892 448"> <p>Monday 10th March at 7pm</p> </td> <td data-bbox="892 383 1469 448"> <p>Monday 14<sup>th</sup> April at 7pm</p> </td> </tr> <tr> <td data-bbox="285 448 892 512"> <p>Monday 12th May at 7pm</p> </td> <td data-bbox="892 448 1469 512"> <p>Monday 9<sup>th</sup> June at 7pm</p> </td> </tr> <tr> <td data-bbox="285 512 892 577"> <p>Monday 14th July at 7pm</p> </td> <td data-bbox="892 512 1469 577"> <p>Monday 8<sup>th</sup> September at 7pm</p> </td> </tr> <tr> <td data-bbox="285 577 892 642"> <p>Monday 13th October at 7pm</p> </td> <td data-bbox="892 577 1469 642"> <p>Monday 10<sup>th</sup> November at 7pm</p> </td> </tr> <tr> <td data-bbox="285 642 892 716"> <p>Monday 8th December at 7pm</p> </td> <td data-bbox="892 642 1469 716"></td> </tr> </tbody> </table>		<p><b>At Cotebrook Village Hall, Stable Lane, Cotebrook CW6 0JJ</b></p>	<p><b>At Rose Farm Coffee House, John Street, Utkinton CW6 0LP</b></p>	<p>Monday 10th March at 7pm</p>	<p>Monday 14<sup>th</sup> April at 7pm</p>	<p>Monday 12th May at 7pm</p>	<p>Monday 9<sup>th</sup> June at 7pm</p>	<p>Monday 14th July at 7pm</p>	<p>Monday 8<sup>th</sup> September at 7pm</p>	<p>Monday 13th October at 7pm</p>	<p>Monday 10<sup>th</sup> November at 7pm</p>	<p>Monday 8th December at 7pm</p>	
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