



UCPC Jubilee Grant Group
Wednesday 24th Sept 2025 at 10am
Rose Farm Coffee House

MINUTES

1. Attendance and apologies:

Cllr Marian Atkinson (Chair)	Utkinton and Cotebrook Parish Council
Cllr Matthew Grant	Utkinton and Cotebrook Parish Council
Judith Grant	Resident
Valerie Hague	Resident
Cllr Graham Spencer	Utkinton and Cotebrook Parish Council
Cllr Caroline Stubbs	Utkinton and Cotebrook Parish Council
Apologies:	
Stephen Moore	Utkinton and Cotebrook Parish Council
Carol Spencer	Resident

In attendance: Kath Lloyd, Clerk to Parish Council

- 2. Minutes of meeting held on 7th May 2025:** The minutes of the last meeting were approved as accurate and signed by the Chair.
- 3. Confirmation of Membership and process inc. "Application Windows":** There was a lengthy discussion and the following was agreed –
 - The group are happy with the current membership which has been tailored to ensure input from residents alongside Parish Councillors, as appropriate for a Parish Council Working Party.
 - The Grants Scheme will be advertised from October – December each year with a closing date of 31st December. This includes the November issue of the Parish Times, website and social media and local posters/flyers. **ACTION:** Clerk to create poster/flyer asap.

- The Grants Allocation Group will meet once annually at the end of January and make recommendations to the full council meeting in February.
- The role of Chair will be voted on annually.

4. **Submitted Grants to consider:** The group considered a Grant Application which had been received by the Clerk and after a lengthy discussion, agreed that the Group did not recommend the allocation of a grant at this time. The Clerk will write to the applicants and share the feedback.

5. **Potential projects:** The group considered the following ideas –

- Planters for under the Village Gateway signs - there were doubts expressed about the challenges of ensuring that the planters were kept looking good and that this might be considered as a “parish council” expense. It was agreed that there was some potential for a 50% contribution from the Grants Scheme. It was also agreed that some of the sites might not be appropriate for a planter and that maybe planting daffodil and blue bell bulbs might be better. **ACTION:** agreed that a definitive list of how many planters, where and how much they might cost was needed. Clerk will do some investigation.
- Christmas trees – it was suggested that two 6- or 8-foot-high Christmas trees be bought and sited at Cotebrook next to the Parish Council notice board and on the corner of Big Field Lane in Utkinton. The trees could be decorated with solar lights and removed at the end of December. **ACTION:** Clerk to check situation with CWaC Highways re Big Field Lane corner.
- Wooden crib – Tarporley have a large wooden crib situated in the High Street and the potential to buy one to use at Rose Farm Shop was discussed. **ACTION:** Clerk to discuss with Clerk from Tarporley PC
- Bus shelters – it was suggested that each bus shelter and each PC notice board could be decorated with solar fairy lights over the Christmas period. **ACTION:** Clerk to produce costs.
- Coach trips – the group considered providing a coach trip twice a year with less mobile residents prioritized for places at a nominal cost. Eg. Bridgemere Garden Centre or Cheshire Oaks at Christmas. **ACTION:** Clerk to speak to Carol Spencer who has organized similar in the past.

6. **Date of next meeting:** Wednesday 21st January 2026 at 10am at Rose Farm Coffee Shop