

UTKINTON AND COTEBROOK PARISH COUNCIL MEETING

Monday 13th January 2025 at
Cotebrook Village Hall



MINUTES

13.01.01	<p>Public Open Forum There were no members of the public present. .</p>								
13.01.02	<p>Present: Cllr Marian Atkinson, Cllr Matthew Grant, Cllr Andrew Needham, Cllr Graham Spencer (Chair), Cllr Graham Stewart, Cllr Caroline Stubbs, Cllr Ed Stubbs Apologies: Cllr Stewart apologised for not giving a reason for his apologies for the Dec 2024 meeting. Apologies were received from Cllr Sami Kastenemi after the meeting ended. In attendance: CWaC Ward Cllr Charles Hardy and Kath Lloyd, Clerk</p>								
13.01.03	<p>Declarations of Interest: There were no declarations of new interest.</p>								
13.01.04	<p>Co-option of Councillor: A vote took place on the co-option of a new councillor to the current vacancy and Stephen Moore was duly co-opted into the role. The Clerk will ensure that the appropriate documents are completed and signed.</p>								
13.01.05	<p>Minutes of Parish Council meeting of 11th December 2025: Cllr Atkinson proposed that the minutes be approved as accurate, seconded by Cllr C. Stubbs and approved unanimously and signed by the Chair.</p>								
13.01.06	<p>Cheshire West & Chester Council Matters: CWaC Ward Cllr Hardy reported that he was still trying to get CWaC Highways team to repair John Street after the latest repair works seem to be failing. He will continue to pursue the matter Cllr C. Stubbs asked if any progress had been made for local parish councils to meet with the MP? Cllr Hardy will action this asap. Cllr Hardy asked the parish council to note that CWaC are expecting a £9.5m deficit this year, compared with £0.75m in 2023. This will have a negative impact on the level of services that parish councils should expect from the Borough council eg, highways, street cleaning etc may all be reduced in order to ensure that statutory services are maintained (child protection, social care etc). Cllr Hardy is encouraging all parish councils to consider this when setting their precepts and budgets for the next year. Cllr Needham thanked the bin men and gritting teams for their efforts during the recent bad weather and asked council to note that CWaC have had their Housing Targets increased from 1100 to 2000 new homes per year. This may have an impact on local, rural communities.</p>								
13.01.07	<p>Planning Applications: 13.01.07.1 Councillors considered the following application which was received that day:</p> <table border="1" data-bbox="260 1749 1445 1966"> <thead> <tr> <th data-bbox="260 1749 475 1783">Ref No</th> <th data-bbox="475 1749 700 1783">Site Address</th> <th data-bbox="700 1749 1007 1783">Proposal</th> <th data-bbox="1007 1749 1445 1783">Response</th> </tr> </thead> <tbody> <tr> <td data-bbox="260 1783 475 1966">24/03767/S73</td> <td data-bbox="475 1783 700 1966">Land adjacent to 16 Northgate</td> <td data-bbox="700 1783 1007 1966">Variation of condition 2 (approved plans) of planning application 22/01707/FUL</td> <td data-bbox="1007 1783 1445 1966">The Chair reported that he had scrutinised the application and that the amendment consisted of the addition of a glass barrier on the new veranda. Council had no objections.</td> </tr> </tbody> </table> <p>13.01.07.2 There were no decisions received</p>	Ref No	Site Address	Proposal	Response	24/03767/S73	Land adjacent to 16 Northgate	Variation of condition 2 (approved plans) of planning application 22/01707/FUL	The Chair reported that he had scrutinised the application and that the amendment consisted of the addition of a glass barrier on the new veranda. Council had no objections.
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13.01.08	United Utilities: Councillors noted the receipt of a letter of response from United Utilities to the complaint submitted in December re. the large water tank. A public meeting has been promised and Councillors agreed that a list of questions and proposals should be compiled in readiness for that meeting.
13.01.09	St John and the Holy Cross 150th Anniversary: Councillors voted on a proposal to support the Church in Cotebrook in their celebrations by funding the cost of a professional photographer to record the event at a cost of £250. (Agreed in principle at November 2024 PC meeting). Proposed by Cllr Grant and seconded by Cllr Stewart, motion carried. There was a suggestion that this funding could be taken from the Jubilee Fund however, it was agreed that on this occasion, core funding would be used.
13.01.10	<p>Finance Matters</p> <p>13.01.10.1 Council approved the accounts for payment and note accounts paid since 13th Dec 2024</p> <p>13.01.10.2 Councillors noted the receipt of £500 grant from the CWaC members Budget towards the cost of the Wildlife Project and thanked Cllr Hardy.</p> <p>13.01.10.3 Councillors noted the bank balance and cash book at the end of December 2024</p> <p>13.01.10.4 There were no recommendations for grant allocation from the Jubilee Funding Group</p> <p>13.01.10.5 Councillors approved a budget for 2025 – 26 presented by the Clerk. Proposed by Cllr Stewart, seconded by Cllr Grant, motion carried unanimously. Cllr Stewart asked if a running cash flow could be shared at each monthly meeting – the Clerk will share the cost codes with him for the drafting of a new spreadsheet.</p> <p>13.01.10.6 Councillors had a discussion about the level of precept that was needed for the next year, considering the list of potential projects that Councillors wish to progress as well as the potential to raise external funding. Cllr Grant proposed that the precept requested from CWaC for the year 2025 – 26 be £13,100, seconded by Cllr Atkinson and carried unanimously. The Clerk will compose a public statement to go into the Parish Times.</p> <p>Cllr Stewart asked that the Council be given a regular update on the cashflow against the different items of expenditure. He has someone who is willing to create a new spreadsheet to monitor such details. The Clerk will investigate for the new financial year and report back. Cllr Stewart also asked for an update on priorities.</p>
13.01.11	<p>Jubilee Funding Group:</p> <p>13.01.11.1 The Clerk and Cllr Atkinson gave an update on recent discussions to clarify the structure of the working party. The Jubilee Funding Group was established in order to arrange events for the Platinum Jubilee of Queen Elizabeth II and continued to meet to organise the Coronation of King Charles III. However, since then, a separate group has been formed which consists of the leading five organisations in the Parish (St John's Church, Cotebrook Village Hall, Utkinton Village Hall, the WI and the Parish Council). This group has been named the Community Events Team and very successfully ran the Big Community Raffle in 2024. Therefore, the Jubilee Funding Group (the working party of the Parish Council) has re-focused its work on identifying funding opportunities for both the Parish Council and the wider community and considering grant applications. Councillors agreed that this was a sensible approach and Cllr Atkinson, as Chair, will continue to report back to Council.</p> <p>13.01.11.2 Cllr Grant proposed that the Parish Council be actively involved in the Big Community Festival on 14th June, seconded by Cllr Needham, motion carried unanimously.</p>
13.01.12	<p>Work Programme: Councillors received updates on the following:</p> <p>13.01.12.1 Wildlife Project – Cllr C Stubbs reported that the event at Rose Farm had been very successful and seven residents had sponsored a bird box to date. Each of these will be issued with a certificate and a photograph of “their” box. Cllr Grant and Cllr Spencer will install the bird and bat boxes as soon as the weather permits.</p> <p>13.01.12.2 Northgate Steps – It was agreed by Councillors that the Parish Council should actively move towards refurbishing and maintain the steps and the area around them. The Clerk will approach CWaC and Cllr Spencer will meet with the Grounds Maintenance Contractor and seek a quote for the two pieces of work (1. Refurbishment and 2. Maintenance). It was agreed that if possible, the Council will seek sponsorship funding to help with the cost of the initial refurbishment.</p>

	<p>13.01.12.3 Work at Cotebrook Community Orchard – agreed that two new apple trees would be planted in the autumn and that as soon as the weather permits, work was needed on the drainage etc.</p> <p>13.01.12.4 Bus stops – Cotebrook roof and community notice boards – ongoing.</p> <p>13.01.12.5 Community Speed Watch training – Clerk will confirm a date with the PCSO and then advertise the opportunity on social media.</p>													
11.12.13	<p>Future meetings:</p> <table border="1" data-bbox="284 472 1465 869"> <thead> <tr> <th data-bbox="284 472 890 533"> At Cotebrook Village Hall, Stable Lane, Cotebrook CW6 0JJ </th> <th data-bbox="890 472 1465 533"> At Rose Farm Coffee House, John Street, Utkinton CW6 0LP </th> </tr> </thead> <tbody> <tr> <td data-bbox="284 533 890 593">Monday 10th March at 7pm</td> <td data-bbox="890 533 1465 593">Monday 10th February at 7pm</td> </tr> <tr> <td data-bbox="284 593 890 654">Monday 12th May at 7pm</td> <td data-bbox="890 593 1465 654">Monday 14th April at 7pm</td> </tr> <tr> <td data-bbox="284 654 890 714">Monday 14th July at 7pm</td> <td data-bbox="890 654 1465 714">Monday 9th June at 7pm</td> </tr> <tr> <td data-bbox="284 714 890 775">Monday 13th October at 7pm</td> <td data-bbox="890 714 1465 775">Monday 8th September at 7pm</td> </tr> <tr> <td data-bbox="284 775 890 869">Monday 8th December at 7pm</td> <td data-bbox="890 775 1465 869">Monday 10th November at 7pm</td> </tr> </tbody> </table>		At Cotebrook Village Hall, Stable Lane, Cotebrook CW6 0JJ	At Rose Farm Coffee House, John Street, Utkinton CW6 0LP	Monday 10th March at 7pm	Monday 10 th February at 7pm	Monday 12th May at 7pm	Monday 14 th April at 7pm	Monday 14th July at 7pm	Monday 9 th June at 7pm	Monday 13th October at 7pm	Monday 8 th September at 7pm	Monday 8th December at 7pm	Monday 10 th November at 7pm
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