

UTKINTON AND COTEBROOK PARISH COUNCIL MEETING

**Cotebrook Village Hall on
Tuesday 9th July 2024 at 7pm**



MINUTES

09.07.01	<p>Public Open Forum: There was one member of the public present who was attending to listen to Item 09.07.12 but also raised a query about Item 09.07.08 and queried how effective speeding signs might be.</p> <p>Cllr Needham also raised an issue regarding United Utilities which is carrying out a major project in Utkinton – plans for the work have been amended since originally submitted and Cllr Needham was unclear what positive impact the work might now have on the village. He will pursue the issue with United Utilities and report back to council at a later date.</p>								
09.07.02	<p>Present: Cllr Marian Atkinson, Cllr Matthew Grant, Cllr Sami Kastenieni, Cllr Andrew Needham, Cllr Graham Spencer (Chair), Cllr Graham Stewart, Cllr Caroline Stubbs, Cllr Ed Stubbs</p> <p>Apologies: Cllr Tony Dahill</p> <p>In attendance: Kath Lloyd, Clerk and CWaC Ward Cllr Charles Hardy</p>								
09.07.03	<p>Declarations of Interest: Cllr Grant declared that he was now a Trustee of TCAT, The Challenge Academy Trust. The Challenge Academy Trust – TCAT Warrington</p>								
09.07.04	<p>Minutes of Parish Council meeting of 11th June 2024: Cllr Kastenieni proposed that the minutes from 11th June were accurate, seconded by Cllr Stewart and approved as an accurate record.</p>								
09.07.05	<p>Cheshire West & Chester Council Matters: CWaC Cllr Hardy reported that he is still trying to agree a date with CWaC Highways to meet with parish councils within the Ward and will update as soon as possible. He reminded councillors that he was happy to help with any issues if they wished to contact him.</p> <p>Cllr Atkinson noted that some gully cleaning seems to have taken place recently which is greatly encouraging.</p>								
09.07.06	<p>Planning Applications:</p> <p>09.07.06.1 Councillors noted the following application received and agreed the response recorded below:</p> <table border="1" data-bbox="256 1597 1398 1756"> <thead> <tr> <th>Ref No</th> <th>Site Address</th> <th>Proposal</th> <th>Response</th> </tr> </thead> <tbody> <tr> <td>24/01530/FUL</td> <td>6 Rowlands View</td> <td>Demolition of existing garage, and erection of a two storey side extension.</td> <td>No comment</td> </tr> </tbody> </table> <p>09.07.06.2 There were no decisions received</p>	Ref No	Site Address	Proposal	Response	24/01530/FUL	6 Rowlands View	Demolition of existing garage, and erection of a two storey side extension.	No comment
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24/01530/FUL	6 Rowlands View	Demolition of existing garage, and erection of a two storey side extension.	No comment						
09.07.07	<p>Work Programme: Councillors received updates on the following:</p> <p>14.05.10.01 Gateway signs – delivered on 1st July, to be installed asap</p> <p>14.05.10.04 Northgate Steps – emails btw Chair and PROW forwarded to Cllr Hardy. The Chairman is waiting for a quote from a local farmer to clear the drains. There was a debate about the justification for the parish council to spend precept funding on the maintenance of the area whilst it remained the responsibility of CWaC, meaning that local residents were double funding the work.</p>								

	<p>RESOLVED: that the Clerk will explore with CW&C that they (CW&C) make good any problems with the steps and the pathway to lower Northgate and carry out a full refurbishment of them. It was stressed that this would be a pre-condition of the U&C PC taking on full responsibility for them.</p> <p>14.05.10.05 Work at Cotebrook Community Orchard – new contractor in place, work in progress at all sites. There was a discussion about the need for drainage at the lower end of the orchard and it was agreed that this needed to be looked into. A resident has reported that the old apple tree has lost some large branches and Cllr Grant has asked the new contractor for a quote to remove the tree altogether. Councillors agreed that this was a shame but in the interests of public safety was needed. RESOLVED: that the Clerk, in liaison with Council between meetings, ensures that the tree is removed safely and that the council will replace it with two in the autumn.</p> <p>14.05.10.06 Cotebrook bus stop – the Chair is still waiting to hear from the contractor regarding the repair of the roof. RESOLVED: that the Clerk will order 2 x corkboards to be fitted on the wall inside the bus shelter for community use (one for Cotebrook and one for Utkinton).</p>
09.07.08	<p>Traffic Calming Measures:</p> <p>09.07.08.1 Councillors discussed feedback gathered from councillors regarding additional signage warning of cyclists and horses and it was agreed that more time was needed to gather local views. Initial suggestions for sites for new signs were discussed. There was also a discussion about electronic flashing signs and the Clerk was asked to seek approximate costs. RESOLVED: to be discussed at Sept meeting.</p> <p>09.07.08.2 The Council considered training recently offered by PCSO Ferreira on the use of speed guns and noted the potential risks of conducting speed gun sessions as local volunteers. RESOLVED: that the Clerk will approach neighbouring parish councils about setting up a wider team who could conduct sessions away from their own neighbourhood. Councillors also considered the purchase of two speed guns at a cost of approximately £200 inc VAT each but agreed to defer that decision until the training had been carried out.</p>
09.07.09	<p>Jubilee Fund Group Update:</p> <p>09.07.09.1 Cllr Atkinson gave a verbal update from the recent work on the Big Community Raffle and thanked everyone who took part. Feedback from all participants has been very positive and it is hoped that over 6k has been raised in total. The final figures will be released within the next week and a list of winners will be uploaded to the website.</p> <p>09.07.09.2 Councillors noted an invitation from Utkinton Village Hall to host a fundraising table at their Summer Fair on Saturday 20th July and agreed that Cllr Grant and Cllr Stubbs would provide a stall on behalf of the parish council. All councillors were strongly encouraged to attend and support the Village Hall.</p>
09.07.10	<p>Finance Matters</p> <p>09.07.10.1 Councillors approved the accounts for payment and noted the accounts paid since 11th June 24. See Appendix A</p> <p>09.07.10.2 Councillors noted the bank balance and cash book at the end of June 2024</p> <p>09.07.10.3 Councillors noted the Internal/local auditor's report and submission on the Annual Governance Return to external (Gov) Auditors</p>
09.07.11	<p>Utkinton St Pauls C of E Primary School: Councillors noted the letter received from the primary school and expressed their sadness at the closure of the school. RESOLVED: that the Clerk will respond to the letter and circulate that response to Councillors. Cllr Grant has been asked if the council would be willing to store a small archive of documents on a temporary basis and will pass them to the Clerk when he receives them.</p>
09.07.12	<p>Remembrance Events: Cllr Grant gave a verbal update from the Working Party established at the 11th June parish council meeting, which had met on Monday 8th July (the evening before the council meeting). He reported that it had been a productive meeting and that the group which consisted of Cllr Kastenieniemi, Cllr Grant, Cllr Stewart and Mr Francis Tunney had agreed a way forward but was not ready to share those details at this stage. RESOLVED: to be discussed more fully at the Sept meeting.</p>
09.07.13	<p>Councillor's reports and items for future agenda:</p> <ol style="list-style-type: none"> 1. Cllr Stewart reported that the hedge on John Street needs cutting, it is covering the road sign on the corner of Quarry Bank. The hedge is privately owned and therefore the parish council has no legal authority to cut it. The Chair and Vice Chair agreed that they would take a look

	and possibly speak to the owner. 2. The hedge on Oulton Mill Lane is still overgrown despite being reported to Cheshire West and Chester Council. Clerk will chase up.
09.07.14	Date of next meeting: Tuesday 10 th September at 7.30pm Utkinton Village Hall

APPENDIX A

CLERK'S REPORT - 4th July 2024

1. ACCOUNTS DUE FOR PAYMENT

NAME	DETAILS	VAT	TOTAL
Kathryn Lloyd	Clerk's salary July		362
Sign of the Times	5 x Village Gateway signs (first approved in Feb 2023)	1428.15	8568.87
Cheshire Community Action	Annual Subscription		20
UHY Hacker Young Accountants	Internal Auditor's fee		230

2. Accounts Paid

NAME	DETAILS	VAT	TOTAL
Kathryn Lloyd	Clerk's salary June		362
Audlem Printers	Printing of Parish Times (£200) and flyers for raffle (£99)		299
James Newman Grd Maintenance	Cotebrook Community Orchard first cut		360
Tesco Mobile	Council mobile phone contract		8

3. Cashbook Reconciliation

Bank Reconciliation at 30th June 2024			
Cash Book	Balance b/fwd		15,275.07
Plus	Receipts		15,085.91
Less	Payments		£5,276.74
			£25,084.24
Bank	Current a/c		£0.00
	Deposit a/c		£25,084.24
Less unrepresented cheques			
			£25,084.24

JUBILEE/CORONATION FUND			
Bank Reconciliation at 30th June 2024			
Cash Book	Balance b/fwd		£7,968.20
Plus	Receipts		£3,802.09
Less	Payments		£493.26
			£11,277.03

Finance notes: Council should note that the additional funds raised through the Big Community Raffle will be deposited in the council bank account but then be split between the five organisations that took part; Utkinton Village Hall, Cotebrook Village Hall, Utkinton WI, St Helens Church and the parish council.

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