

UTKINTON AND COTEBROOK PARISH COUNCIL MEETING



**Cotebrook Village Hall on
Monday 14th July 2025 at 7pm**

MINUTES

14.07.01	<p>Public Open Forum: There were two members of the public present and one gave the parish council some feedback on his recent communications with United Utilities, following last month's Council meeting when representatives from United Utilities attended. The Chairman thanked him for his input and invited him to attend the September Parish Council meeting when United Utilities will also be in attendance.</p> <p>Cllr Needham apologised for having to leave the meeting and explained that he was attending a meeting of the Sandstone Ridge Trust to find out more about proposals to designate the area as an Area of Outstanding Beauty. If this is approved, it will have significant impact on local planning issues. Cllr Needham will feedback at a future meeting.</p>
14.07.02	<p>Present: Cllr Marian Atkinson, Cllr Matthew Grant, Cllr Sami Kasteniemi, Cllr Stephen Moore, Cllr Graham Spencer (Chair), Cllr Graham Stewart, Cllr Caroline Stubbs, Apologies were accepted from: Cllr Andrew Needham (left at 7.15pm), Cllr Ed Stubbs and CWaC Cllr Charles Hardy In attendance: and Kath Lloyd, Clerk</p>
14.07.03	<p>Declarations of Interest: There were no declarations of new interest.</p>
14.07.04	<p>Minutes of Parish Council meeting of 9th June 2025: Councillors approved the minutes of the previous council meeting, proposed by Cllr Stewart, seconded by Cllr C. Stubbs and the Chairman signed them on behalf of the Council.</p>
14.07.05	<p>Cheshire West & Chester Council Matters: CWaC Cllr Hardy had emailed the following to the Clerk –</p> <p>"I have emailed Gareth Owen at the Cheshire west and Chester Council regarding Woodland Close. I have dealt with Gareth in the past regarding flooding issues although his title is Team Leader Highways, Climate Adaptation. I hope that if Woodland Close is not his area of responsibility, he will tell me who I should contact. I hope that, ultimately, we can get a meeting arranged between the residents and the Council although I understand that other bodies, including United Utilities share might responsibility for the flooding.</p> <p>I have had correspondence from xxxxxxxx regarding overgrown trees on Oulton Mill Lane. I understand the landowners of the trees are xxxxxxxxxxxx</p> <p>Following a discussion I had with Jamie Barron and Jerry Gibbs regarding the overgrown hedge on Wood Lane, I suspect that the CWaC Council will ask that, in the first instance, Kath write to xxxxxx and request that they ensure that their trees are safe.</p> <p>Please would Kath follow this up with suggestions to me.</p> <p>I reported the state of Utkinton Road on 'Report It' and was told that no work was required. I then insisted that Jamie Barron and Jamie Gibbs met me in Utkinton to discuss. The result was that some maintenance work was carried out, but I still feel that this much used road is in an appalling state and I will continue to ask for more maintenance to be carried out.</p> <p>There is a new trial scheme started by the CWaC Council regarding small-scale maintenance works on the Highway network. The scheme has been copied to all Tarporley Ward Parish Council Clerks. Please help by engaging with this scheme and let me know if you have any queries.</p> <p>A new document....Transport and Highways Budgets and Delivery 2025 / 26 has been sent to me and copied to the Parish Council Clerks. Please bear in mind that the apparent substantial increase in the budget is largely committed to repairing the Chester viaduct and it remains to be seen what impact there will be on maintenance for rural roads.</p> <p>There is a consultation taking place a Local Transport Plan.</p>

	<p>The previous consultation included 'drop in' events in Winsford, Northwich, Ellesmere Port and Chester. I complained that there were no 'drop in' events in the rural wards. This time a 'drop in' event was arranged for Tarporley on Saturday 5th July. It was well attended but I urge all Parish Council to encourage residents to engage online. The deadline is 17th August.</p> <p>Residents should not complain about the lack of public transport, or the type provided if they do not engage in the consultations.</p> <p>The grass verges in Utkinton have been cut, but not very well. I will bring my strimmer and try to improve the areas, particularly around the bench.</p> <p>Please let me know if there are any issues you wish me to take up with the CWaC Council before the September meeting."</p>								
<p>14.07.06</p>	<p>Planning Applications:</p> <p>14.07.06.1 Councillors noted applications received and agreed that no response was necessary.</p> <table border="1" data-bbox="258 524 1425 712"> <thead> <tr> <th data-bbox="258 524 481 555">Ref No</th> <th data-bbox="481 524 699 555">Site Address</th> <th data-bbox="699 524 1144 555">Proposal</th> <th data-bbox="1144 524 1425 555">Response</th> </tr> </thead> <tbody> <tr> <td data-bbox="258 555 481 712">25/01515/FUL</td> <td data-bbox="481 555 699 712">High Billinge House</td> <td data-bbox="699 555 1144 712">Demolition of Existing Conservatory and Erection of Two-Storey Rear and Single-Storey Side Extensions.</td> <td data-bbox="1144 555 1425 712">By 14th July 25</td> </tr> </tbody> </table> <p>14.07.06.2 There were no decisions received</p>	Ref No	Site Address	Proposal	Response	25/01515/FUL	High Billinge House	Demolition of Existing Conservatory and Erection of Two-Storey Rear and Single-Storey Side Extensions.	By 14 th July 25
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<p>14.07.07</p>	<p>Work Programme: Councillors received updates on the following:</p> <p>14.07.07.1 Planters at Cotebrook bus stop – thanks to Cllr Atkinson and Cllr Moore for all their hard work (and Cllr Atkinson's husband, Les). The new planters are now looking lovely and nearby residents have volunteered to look after them.</p> <p>14.07.07.2 Big Community Festival – Cllr Grant gave a short update, the event had been a huge success with around 1000 local people attending over the five hours. The four music bands were particularly popular and it is hoped that the event will raise in excess of £6k for local community groups. A Parish Council Card Reader seems to have gone missing but it is hoped that it will be found soon.</p> <p>14.07.07.3 Salt Bins update – CWaC Highways have posted the necessary public notices and it is hoped that formal permission is granted very soon. In the meantime, the Clerk will order the grit bins and have them delivered to Cllr C. Stubbs.</p> <p>14.07.07.4 Neighbourhood Plan Review Group – The Clerk has a short list of interested parties and will invite them to a meeting in Sept to start the process.</p> <p>14.07.07.5 Cotebrook telephone box - Cllr Stewart will ask a local contractor to paint the outside and inspect the interior to see if any additional shelves are needed. Cllr Atkinson proposed that a budget of no more than £150 be spent on the exterior paint, seconded by Cllr Stewart, motion carried. Cllr Stewart will action.</p>								
<p>14.07.08</p>	<p>Finance Matters - Appendix A</p> <p>14.07.08.1 Councillors approved the accounts for payment and note accounts paid since 9th June 25</p> <p>14.07.08.2 Councillors noted the bank balance and cash book at the end of June 2025</p> <p>14.07.08.3 Councillors noted the quarterly summary of accounts</p> <p>The Council asked the Clerk to write to the landowner of the dangerous trees. Cllrs Atkinson, Moore and C.Stubbs agreed to attend the Utkinton Village Hall Summer Fair and the Clerk will attend to set up and purchase children's craft materials.</p>								
	<p>Councillor's reports and items for future agenda:</p> <ul style="list-style-type: none"> • Remembrance Weekend in November – agreed that working party should include two local residents who have been involved before. • Photography Competition – needs to be promoted on social media, notice boards etc. Clerk will action over the summer. • There is a spare, unused sign post at High Billinge Pond – the Clerk will ask James Newman to 								

	remove it.
14.07.10	Christmas meal: Councillors agreed that in the interests of commercial fairness, the Alvanley Arms should be used for the Christmas meal this year. The Clerk will circulate the menu, collect names and book, agreed that partners can be invited.
14.07.11	Date of next meeting: Monday 8 th September at 7pm at Rose Farm Coffee House, John Street, Utkinton CW6 0LP

APPENDIX A

CLERK'S REPORT 14TH JULY 2025

1. ACCOUNTS FOR APPROVAL (Blue shaded are from Community Events Fund, not from parish council precept)

NAME	DETAILS	VAT	TOTAL £
Kathryn Lloyd	Clerk's salary July2025		374.40
Luke Hutchinson – Space Stage	Stage & lighting for 14 th June event		2,100
Audlem Printers	2 x banners for 14 th June event		70
Cllr Marian Atkinson	Plants for Cotebrook bus stop planter		51
CHaLC	Planning Training – Cllr G Stewart		35
Weetwood Ales	Beer for 14 th June event		470.01
Microsoft	Software update for Council laptop		84

2.Cashbook Reconciliation

Bank Reconciliation at 30th June 2025

Cash Book	Balance b/fwd	9,065.78
Plus	Receipts	19,164.44
Less	Payments	£9,981.70
		£18,248.52
Bank	Current a/c	£0.00
	Deposit a/c	£18,248.52
Less unrepresented cheques		
		£18,248.52

Five Community Group event on 14th June Finance Summary:

Expenditure £5528 (net – without VAT)

Income to date £6765 (bank)

Income to date £4445 (cash)

Income to date £1166 (card reader)

Anticipated surplus £6848

*Figures are approximate until final payments and receipts are confirmed.

To note:

- Overgrown trees on Oulton Lane – CWaC have agreed that trees are dangerous but are unable to enforce cut back as road is unadopted and therefore they have no jurisdiction. Resident has asked if Parish Council would agree to write to resident. APPROVAL FROM COUNCIL NEEDED.
- One day First Aid Training available – if any Councillor wishes to attend, please contact the Clerk asap
- Utkinton Village Hall are holding their Summer Fair on Saturday 19th July from 1 – 5pm. We need one or two Councillors to provide an activity for children and promote the Parish Council.