

# UTKINTON AND COTEBROOK PARISH COUNCIL MEETING

**Utkinton Village Hall on  
Tuesday 11<sup>th</sup> June 2024 at  
7.30pm**



## MINUTES

11.06.01	<p><b>Public Open Forum:</b> There were three members of the public present and one presented a personal briefing paper on the topic of the Remembrance Day discussions for later in the meeting (paper copies also circulated to councillors). One resident asked when Cotebrook Community Orchard was going to be cut, it is overgrown and needs urgent attention. The Chair responded that there had been some issues with the previous grounds maintenance team and that the Clerk was in the process of employing an alternative contractor. The council hopes that the situation will improve very quickly.</p>								
11.06.02	<p><b>Present:</b> Cllr Marian Atkinson, Cllr Matthew Grant, Cllr Sami Kastenieni, Cllr Graham Spencer (Chair), Cllr Graham Stewart, Cllr Caroline Stubbs <b>Apologies:</b> Cllr Tony Dahill, Cllr Andrew Needham and Cllr Ed Stubbs <b>In attendance:</b> CWaC Ward Cllr Charles Hardy and Kath Lloyd, Clerk</p>								
11.06.03	<p><b>Declarations of Interest:</b> There were no declarations of new interest.</p>								
11.06.04	<p><b>Minutes of Parish Council meeting of 14<sup>th</sup> May 2024:</b> The minutes of the previous meeting were approved and the Chair signed them on behalf of the council, Proposed by Cllr Grant, seconded by Cllr Kastenieni</p>								
11.06.05	<p><b>Cheshire West &amp; Chester Council Matters:</b> CWaC Cllr Hardy reported that the council is currently working under pre-election procedures and as such, no major decisions will be announced. He is still working with the Highways Dept to get a meeting date for parish councils to meet with them and the Chief Executive, Delyth Curtis, has made a commitment that she will meet with parish councils. Cllr Hardy has received complaints about the quality of grass cutting and it seems that large clumps of grass are just left, no strimming or tidying up is done and Cllr Hardy would be grateful if councillors and residents could let him know how big a problem this is so that he can take action if needed. Cllr Hardy also reminded everyone present that he is happy to help with any local issues and can be contacted by phone or email.</p>								
11.06.06	<p><b>Planning Applications:</b> 11.06.06.1 Councillors agreed that no response was needed to the following application:</p> <table border="1" data-bbox="256 1659 1434 1821"> <thead> <tr> <th>Ref No</th> <th>Site Address</th> <th>Proposal</th> <th>Response</th> </tr> </thead> <tbody> <tr> <td>24/01173/FUL</td> <td>9 The Crescent</td> <td>Conversion of existing garage and a raised terrace to front elevation. New windows, doors and roof light.</td> <td>No objection submitted.</td> </tr> </tbody> </table> <p>11.06.06.2 To note decisions received: there were no decisions received this month.</p>	Ref No	Site Address	Proposal	Response	24/01173/FUL	9 The Crescent	Conversion of existing garage and a raised terrace to front elevation. New windows, doors and roof light.	No objection submitted.
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11.06.07	<p><b>Work Programme:</b> Councillors received updates on the following:</p> <p>14.05.10.01 Gateway signs progress – delivery expected within the next few weeks, councillors agreed that the Clerk should arrange installation by a local contractor at a cost of £475 – proposed by Cllr Grant, seconded by Cllr Atkinson, passed unanimously.</p>								

	<p><b>14.05.10.04</b> Northgate Steps – these are overgrown and impassable at some points. A contractor has quoted £600 to completely clear the steps and make them safe, however, the surface water on the pathway, flowing from the pond, needs attention first. There was a discussion about the parish council setting a precedent in clearing the steps which are the responsibility of CWaC which would incur regular expenditure by the parish council. <b>ACTIONS:</b> It was agreed that Cllr Spencer will speak to the farmer who owns the pond about drainage and Cllr Hardy will arrange for a volunteer with a strimmer to tidy the steps as much as possible. The Clerk will send copies of previous emails between the Chair and the PROW to Cllr Hardy for him to follow up.</p> <p><b>14.05.10.03</b> Stable Lane traffic issues – this item was moved to 11.03.08</p> <p><b>14.05.10.05</b> Work at Cotebrook Community Orchard – to start asap</p> <p><b>14.05.10.06</b> Cotebrook bus stop – Cllr Grant proposed that £500 be spent on a new roof for the bus stop to match the roof at Utkinton bus stop, seconded by Cllr Kastenieni, motion carried.</p>
<b>11.06.08</b>	<p><b>Traffic Calming Measures:</b> Cllr Grant has been listening to residents who have been asking for signs warning of horses and cyclists on the roads and it was agreed that more local research needs to be carried out in order to agree where the best places for signs might be – all councillors were asked to speak to residents and neighbours and gather information for the next meeting. Cllr Atkinson pointed out that a number of existing signs are either broken or too dirty to read and road markings are very faded. The Clerk was asked to send the list that Cllr Atkinson had previously circulated to Cllr Hardy for him to follow up.</p>
<b>11.06.09</b>	<p><b>Jubilee Fund Group Update:</b> Cllr Atkinson gave a verbal update from the Jubilee Fund Group and recent work on the Big Community Raffle. There have been over 500 books of raffle tickets sold to date and although the costs of printing and the Gambling Licence will be deducted, the final amount raised is hoped to be around £5,000 which will be shared equally between the five organisations taking part. It was agreed that thank you letters should be sent to Rose Farm Coffee House, both for allowing raffle tickets to be sold and for hosting the Prize Draw event, Tarporley Garden Centre for their raffle prizes and for allowing raffle ticket sales and then after all prizes have been drawn, thank you letters to all the contributors with a list of winners and details of funds raised. Clerk to action.</p>
<b>11.06.10</b>	<p><b>Finance Matters</b></p> <p><b>11.06.10.1</b> The Council approved the accounts for payment and noted accounts paid since 14<sup>th</sup> May 24 – see Appendix A</p> <p><b>11.06.10.2</b> The council noted the bank balance and cash book at the end of May 2024</p> <p><b>11.06.10.3</b> The council approved the purchase of a mobile phone and monthly contract for parish council use at no more than £10 per month.</p>
<b>11.06.11</b>	<p><b>Utkinton St Pauls C of E Primary School:</b> Council received an update on the status of the School from Cllr Grant who referred to the item in the recent Parish Times about the school. Although no decision can be made by the Secretary of State during the pre-election period, the school is not expected to open in September and staff are planning a 16 page commemorative booklet at a cost of approx £400 for 300 copies. The school are also planning an end of term party for the children and have asked if the parish council could match fund the funding from the PTA? Proposed by Cllr Atkinson and seconded by Cllr Stewart that the council contribute £500 from the Jubilee Fund, passed unanimously.</p>
<b>11.06.12</b>	<p><b>Venues and times of parish council meetings:</b> Utkinton Village Hall is now not available until 7.30pm on Tuesday evenings – councillors were asked to make a decision to move all meeting back to 7.30pm start to save confusion or identify new venue? Decision deferred to later in the year.</p>
<b>11.06.13</b>	<p><b>Remembrance Events:</b> Cllr Grant gave a verbal summary of a Briefing Paper which was aimed at clarifying the issues involved and reflect the different views held. Councillors were also referred to the comments made within the Open Forum earlier in the meeting and the paperwork circulated by the resident:</p> <p>Proposal that the PC attend and lay a wreath at St John and the Holy Cross Church on the 3<sup>rd</sup> November. Cllr Stewart shared a statement by Peter Copeland read as follows: <i>“On The Wreath Laying: This is a purely a Church matter and we are not inviting anyone from the The Parish council to attend in an official capacity. They are all of course very welcome to attend but i do not envisage any of them laying a Wreath “</i> It was stated that the council would await official confirmation from St John’s that the only wreath to be laid would be by the congregation.</p> <p>1) Proposal that the parish council hold a fundraiser for the Royal British Legion on Saturday 9<sup>th</sup> November at Rose Farm Coffee House – proposed by Cllr Grant, seconded by Cllr Stewart,</p>

	<p>motion passed unanimously.</p> <p>2) Proposal that the Chair represents the parish council at the Remembrance Sunday service at St Helen's Church in Tarporley (the parish church). Cllr Stewart expressed an opinion that the Chairman should be present at whatever memorial event takes place in Utkinton, however, Cllr Spencer stated that he has attended church on Remembrance Sunday for over 60 years to remember and respect fallen family members. Proposed by Cllr Grant, seconded by Cllr Stubbs, motion carried unanimously.</p> <p>3) An event on Sunday 10<sup>th</sup> November in Utkinton - at this point, the Chair urged councillors to remember that the event under discussion was one of remembrance and respect and should not be a cause for conflict. The event held in 2023 at Utkinton Village Hall had been reported as very successful and there was a discussion about how that might be replicated in some manner. It was agreed that in order to move this issue forward as quickly and effectively as possible, a small working party would meet and return to the July Parish Council meeting with a clear, positive and practical plan. Working Party members were agreed as Cllr Grant, Cllr Kastenieni, Cllr Stewart and Mr Frank Tunney.</p>
<b>11.06.14</b>	<p><b>Councillor's reports and items for future agenda:</b></p> <p>There was a report that the hedges on John Street are growing over the street signs, the Chair will inspect.</p>
<b>11.06.15</b>	<p><b>Date of future meeting:</b> July 9<sup>th</sup> at Cotebrook Village Hall at 7pm.</p>

## APPENDIX A

### CLERK'S REPORT - 6<sup>th</sup> June 2024

#### 1. ACCOUNTS DUE FOR PAYMENT

NAME	DETAILS	VAT	TOTAL
Kathryn Lloyd	Clerk's salary		362
Gallagher Insurance	Annual Insurance Premium		653.35
Cllr M Grant	Printing of additional raffle tickets		82.74
Information Commissioner's Office	Annual registration fee		40
J Newman	Installation of 5 Village Gateway signs		500
J Newman	Cut back and tidy of area around Northgate Steps		500

#### 2. Cashbook Reconciliation

Bank Reconciliation at 31st May 2024			
Cash Book	Balance b/fwd		15,275.07
Plus	Receipts		12,366.61
Less	Payments		£4,414.03
			<b>£23,227.65</b>
Bank	Current a/c		£0.00
	Deposit a/c		£23,227.65
Less unrepresented cheques			
			<b>£23,227.65</b>

JUBILEE/CORONATION FUND		
<b>Bank Reconciliation at 31st May 2024</b>		
Cash Book	Balance b/fwd	£7,968.20
Plus	Receipts	£1,109.69
Less	Payments	£280.54
		<b>£8,797.35</b>

### 3.Operational Update

a) Funding is available towards the costs of a defibrillator – circulated to councillors prior to the meeting. Is this something that the council wishes to pursue and if so, where would another defibrillator best be sited?

b) No feedback from the developers following the Information Session at the Fox and Barrel – awaiting revised planning application.