



UTKINTON AND COTEBROOK PARISH COUNCIL MEETING

Held at Cotebrook Village Hall on
Tuesday 12th March 2024 at 7pm

Clerk & RFO: Kath Lloyd

Email: utkintonandcotebrookclerk@gmail.com

Website www.utkintonandcotebrook.com

MINUTES

12.03.01	Public Open Forum – there was one member of the public present but no concerns were raised.	ACTION
12.03.02	Present: Cllr Marian Atkinson, Cllr Matthew Grant, Cllr Andrew Needham, Cllr Graham Spencer (Chair), Cllr Graham Stewart Apologies accepted: Cllr Sarah Crawford, Cllr Tony Dahill, Cllr Caroline Stubbs Apologies were also received from CWaC Ward Cllr Charles Hardy and PCSO Jorge Ferreira	
12.03.03	Declarations of Interest: There were no new declarations of interest	
12.03.04	Co-option of new councillor: the Chair reported that the council has received three applications for the role of co-opted councillor and that these will be presented to the full council at the April meeting, so that all councillors could be involved (an unusual number of apologies had been received for this evening's meeting). The advertisements will be removed from the notice boards as quickly as possible.	Chair to update notice boards
12.03.05	Minutes of Parish Council meeting of 13th February 2023: The council approved and the Chair signed the minutes of the previous council meeting.	
12.03.06	Cheshire West & Chester Council Matters: The council received a report from Cllr Hardy who had sent a short report via email: <i>I continue to chase the CWaC Council regarding the repairs to John Street. I am told the work will be carried out in March. The gully at the Fishers Green junction has been cleared. This is an issue I inherited a year ago ! It remains to be seen how long until it fills with debris again. I am pleased to see the fencing around the pond has been completed. Very smart. Please would any Parish Councillor let me know if there is any issue you wish me to take up.</i> There was a request from the resident present for a concern to be shared with Cllr Hardy - <i>"the state of Heath Lane which is getting worse and has a number of large potholes along the whole stretch but is particularly bad at the turning from Fishpool Lane where there is a dangerously large pothole....."</i>	Clerk to share with Cllr Hardy
12.03.07	Work Programme: the council received updates on the following: 12.03.07.1 Gateway signs – ordered, delivery within 7 – 8 weeks to Cllr Dahill's address 12.03.07.2 High Billinge pond fence – complete, thanks to Cllr Hardy for the contribution of £600 from his Members Budget 12.03.07.3 Tree Survey – actions were identified and expenditure of up to £500 approved at Feb 2024 meeting. Clerk to instruct contractor. 12.03.07.4 Northgate Steps – the Chair has had an email from the newly appointed PROW about the Northgate Steps and the Clerk will arrange a site visit.	Clerk

12.03.15	Finance Matters 12.03.15.1 The council approved the accounts for payment and note accounts paid since 13 th Feb 2024 – see APPENDIX A 12.03.15.2 The council noted the bank balance and cash book at the end of February 2024 12.03.15.3 There were no applications for grant funding	
12.03.16	Councillor’s reports and items for future agenda: Cllr Atkinson’s husband will install a couple of flagstones in front of the notice board at Cotebrook as it is very muddy. The Council thanked Les for his efforts. Cllr Spencer reported that the salt bins at Utkinton and Cotebrook had been repositioned so that they are more accessible.	
12.03.17	Date of future meetings Tuesday April 9 th at Utkinton Village Hall	

APPENDIX A

CLERK’S REPORT

1. ACCOUNTS DUE FOR PAYMENT

NAME	DETAILS	VAT	TOTAL
Kathryn Lloyd	Clerk’s salary		362
James Newman Gardens	Safety signs at High Billinge pond		862
James Newman Gardens	Installation of notice board at Cotebrook		450
Signsofthetimes	5 x Village Gateways	1389.14 + 165 delivery	8499.86

2. Cashbook Reconciliation

UTKINTON & COTEBROOK PARISH COUNCIL			
Bank Reconciliation at 29th Feb 2024			
Cash Book	Balance b/fwd		£18,273.88
Plus	Receipts		£644.01
	Payments		£1,947.48
			£16,970.41
Less			
Bank	Current a/c		£0.00
	Deposit a/c		£16,970.41
Less unrepresented	cheques		
			£16,970.41

3. OPERATIONAL UPDATE

- Email received from resident re Community bus service – circulated. Clerk has asked CWaC for past figures of usage of service and whether a full consultation can now take place.
- Report from Cllr Stewart of flytipping on Tirlley Lane, Clerk reported to CWaC and removal undertaken SS589609007
- Response from CWaC Wildflower team re Cotebrook Orchard “ *The way in which we now create the wildflower areas has changed. We can no longer sustain groundwork for free, due to this being the case there is a minimum charge of £478.00 per site regardless of size, for it to be considered it does have to be the size stipulated of minimum 330sqm.*

