

**UTKINTON AND COTEBROOK PARISH
COUNCIL MEETING
Cotebrook Village Hall on
Monday 10th March 2025**



MINUTES

10.03.01	<p>Public Open Forum</p> <p>There was one member of the public present who asked Council to note that the agenda had not been on the Council website this month – Chairman apologised</p> <p>The resident then observed that Remembrance Sunday in 2025 would be Sunday 9th November and that he had received some favourable comments on the event held in 2024. He then shared some population data from the 1911 Census and compared with similar data from the 2021 Census. He shared his vision of how the Utkinton War Memorial might look in the future and a “mock up” photograph that he had created showing a knitted poppy display. He has already spoken to the Utkinton WI who have agreed to knit the poppies and he also suggested that the Shadow Soldier could be moved to the side of the War Memorial for the event. The Chairman thanked him for his suggestions, all of which were very welcome. ACTION: it was agreed that the resident would send more details of his vision to the Clerk and that Remembrance Sunday would be added to the Work Programme for a future meeting. The Councillors also agreed, in principle to fund up to £100 for the cost of wool for the knitted poppies.</p>
10.03.02	<p>Present: Cllr Marian Atkinson, Cllr Matthew Grant, Cllr Andrew Needham, Cllr Sami Kastenieni, Cllr Stephen Moore, Cllr Graham Spencer, Cllr Graham Stewart</p> <p>Apologies accepted: Cllr Caroline Stubbs and Cllr Ed Stubbs</p> <p>Apologies noted: CWaC Ward Member Cllr Charles Hardy</p> <p>In attendance: Kath Lloyd, Clerk</p> <p>At this point, Cllr Stewart asked for the following to be noted “ We are saddened at recording the passing of Stanley Edward Downham ,” Stan” to many, on the 23rd January 2025 aged 94. Stan was a much respected Chair of The Parish Council in The Nineties and when the village shop , which was located opposite The Shrine closed and John Johnson was relocating his farm from upper Northgate an opportunity arose to establish a New Village Shop.</p> <p>This was a very difficult planning application as the proposed site was on Agricultural Land. Stan used all his skills and powers of persuasion with the planning officers and the planning committee to approve the application . He was successful in this and the Villagers got their new shop. Rose Farm Shop. Thank you Stan.”</p>
10.03.03	<p>Declarations of Interest: There were no declarations of new interest.</p>
10.03.04	<p>Minutes of Parish Council meeting of 10th February 2025: Councillors approved the minutes from the previous meeting as accurate, proposed by Cllr Atkinson, seconded by Cllr Kastenieni.</p>
10.03.05	<p>Cheshire West & Chester Council Matters: There was no report from Cllr hardy.</p>
10.03.06	<p>Attendance Policy: Councillors debated the need for an Attendance Policy and it was noted that the Councillors Good Guide already contains the attendance requirements for parish councillors. However, the majority of Councillors felt that the Policy would serve to support and reinforce the legal requirements and Cllr Grant proposed that the Council adopt the policy, seconded by Cllr Needham and carried by a majority.</p>
10.03.07	<p>Planning Applications:</p> <p>10.03.07.1 There were no new planning applications.</p> <p>10.03.07.2 There were no new decisions</p>
10.03.08	<p>Finance Matters</p> <p>10.03.08.1 The accounts for payment and note accounts paid since 10th February 2025 were</p>

	<p>approved and the trial monitoring sheet was scrutinised, Resolved: that the Budget Monitoring Sheet will be presented quarterly.</p> <p>10.03.08.2 Councillors noted the bank balance and cash book at the end of February 2025</p>		
10.03.09	<p>Parish times: Cllr Grant reported that the newsletter is due to be ready to distribute by the start of May and Cllr Needham has agreed to be this editions' "Featured Councillor" . There will be photos of the recent 150th Anniversary of the Church and Councillors were asked to consider and other suitable contributions. Cllr Grant has secured advertising in the May edition which will largely offset the cost of printing.</p>		
10.03.10	<p>Jubilee Funding Group: Cllr Atkinson gave an update on the recent Jubilee Funding Group Working Party meeting and there was a discussion about a Grant Application from the Friday Social Hub Team based at Utkinton Village Hall. The Jubilee Funding Group had asked for clarification on the financial status of the group and the Clerk has now received clarification and the grant will be paid into the Village Hall bank account. Councillors were unsure that the purchase of a coffee machine could be justified and following a discussion, it was proposed by Cllr Needham that a grant of £345 be approved, seconded by Cllr Moore and passed by a majority.</p>		
10.03.11	<p>Big Community Festival: Cllr Grant updated the Council on recent discussions – the Big Community Festival will take place on Saturday 14th June from 2pm – 8pm. Letters are going out to potential sponsors and advertisers over the next few weeks. The music bands are booked, the stage is booked and the Five Community Groups are being encouraged to hold their own promotion/fundraising stall. The Parish Council stall will be a Bottle Tombola and Councillors are asked to consider contributing some time that day to promote the work of the council.</p>		
10.03.12	<p>United Utilities: There were no updates on communication or consultation on the new large tank. The Clerk was asked to pursue.</p>		
10.03.13	<p>Northgate Steps: Councillors considered a report from the Clerk and voted to accept a quote for circa £3,500 from a local contractor to make the Northgate Steps safe and attractive to use by the installation of a boardwalk and significant cutting back. Proposed by Cllr Stewart, seconded by Cllr Needham, passed unanimously. Resolved: Cllr Spencer and/or Cllr Grant will meet with the contractor and agree a time frame and clarify the quote. <i>*Cllr Needham left the meeting at this point.</i></p>		
10.03.14	<p>Wildlife Project: Deferred to next meeting.</p>		
10.03.15	<p>Hedge on John Street: Cllr Stewart proposed that the parish council pays their contractor for one cut of the hedge behind the War Memorial on John Street, preferably in October so that the area is neat and tidy for Remembrance Sunday. Proposal was seconded by Cllr Kastenieniemi and passed unanimously. Resolved: The Clerk was asked to write to the landowner and let him know.</p>		
10.03.16	<p>Work Programme: to receive updates on the schedules work programme and agree on actions where appropriate -</p> <p>10.03.16.01 Additional defibrillator for the parish: Councillors considered if an additional defibrillator was needed in either village and agreed to review annually as there are already available defibrillators at Rose Farm and Cotebrook Village Hall.</p> <p>10.03.16.02 Cotebrook Bus Shelter: James Newman Gardening Services has refurbished the bus shelter, stripping off all the ivy and clearing the area around the bus shelter. All agreed that the before and after photos were very impressive and Councillors were pleased with the appearance of the bus shelter now. There was a discussion about the possibility of placing planters at the side of the bus stop where there is now an empty space and Cllr Atkinson offered to maintain planters if the parish council provided them. Council agreed a nominal sum of £100 and the Chair agreed to talk to the bench supplier in Tarporley to see if he had any ex-display planters.</p> <p>10.03.16.03 Speed monitoring – outstanding, no update.</p>		
10.03.17	<p>Future meetings:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">At Cotebrook Village Hall, Stable Lane,</td> <td style="width: 50%; text-align: center;">At Rose Farm Coffee House, John Street,</td> </tr> </table>	At Cotebrook Village Hall, Stable Lane,	At Rose Farm Coffee House, John Street,
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	Cotebrook CW6 0JJ	Utkinton CW6 0LP
	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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