

# UTKINTON AND COTEBROOK PARISH COUNCIL MEETING



**Monday 9<sup>th</sup> March 2026 at 7pm at Rose  
Farm Coffee House, John Street,  
Utkinton**

## MINUTES

09.03.01	<p><b>United Utilities Update:</b> Emma Birch, <a href="#">Area Engagement Lead</a>, Damian Hackett and Stephen Whyte, Project Lead from United Utilities were welcomed by the Chairman and invited to update the Councillors and member of the public present on developments at the water treatment works.</p> <p>The project was due to be completed at the end of December but has been delayed due to issues with getting power to the site, hence the use of a generator. The planting scheme is underway and it is hoped that work onsite will now be complete by mid-April.</p> <p>The additional work currently being undertaken is regular due maintenance which involves the replacement of the media used for biological processing in the tanks. Additional work has also been undertaken put a new liner in the outflow pipe which had been damaged.</p> <p>Residents made it very clear that the noise of the generator, the heavy construction traffic and the poor communication with local residents was making daily life very difficult. Ms Birch suggested that fortnightly email updates via the Clerk would be forthcoming from now on. The Chairman of the Village Hall asked if United Utilities might be able to contribute towards a community led project as a gesture of goodwill and Ms Birch assured the meeting that reasonable suggestions would be considered.</p> <p>The Chairman thanked the United Utilities team for attending the meeting and asked for an update that could be included in the Parish Times in April.</p>
09.03.02	<p><b>Public Open Forum:</b> There were three members of the public present but all their issues had been raised during Item 09.03.01.</p>
09.03.03	<p><b>Present:</b> Cllr Marian Atkinson, Cllr Matthew Grant, Cllr Sami Kastenieni, Cllr Stephen Moore, Cllr Andrew Needham, Cllr Graham Spencer (Chair), Cllr Caroline Stubbs, Cllr Ed Stubbs  <b>Apologies accepted from:</b> Cllr Anita Gore  <b>In attendance:</b> Kath Lloyd, Clerk and CWaC Ward Cllr Charles Hardy</p>
09.03.04	<p><b>Declarations of Interest:</b> There were no new declarations of new interest.</p>
09.03.05	<p><b>Minutes of Parish Council meeting of 9<sup>th</sup> February 2026:</b> The minutes of the previous council meeting were approved as accurate.</p>
09.03.06	<p><b>Cheshire West &amp; Chester Council Matters:</b> Cllr Hardy reported that CWaC have now set their budget for 2026 – 27 and will be making cuts to most non-statutory services which will leave residents unhappy with pot holes, hedge cutting etc.  Cllr Hardy has been liaising with PC Gilchrest about the purchase of a mobile speed camera to be shared between Tarporley PC and Utkinton and Cotebrook PC. There have been some suggestions about potential locations but the police will advise and will manage the device.</p>
09.03.07	<p><b>Speed Indicator Device:</b> The discussions regarding a mobile device had been covered in Item 09.03.06 however, there was a further discussion about the static Speed Indicator Devices on John Street (not working) and on the A49 near the Fox and Barrel (verified as working).</p> <p>The Clerk has been notified by CWaC Highways that the SID on John Street does not belong to the Borough Council and therefore must belong to the Parish Council. The minutes of April 2016 state</p>

	<p>that “<i>He (FT) also described the two flashing signs that have already been approved and which are currently being ordered – one for Quarrybank by the school and one for the A49 by the Fox and Barrel pub.</i>”.</p> <p>Furthermore, there is an invoice from November 2017 for £5,574.20 for the purchase and installation of the A49 SID.</p> <p><b>Resolved:</b> Clerk will continue to try to find a way to get the John Street SID working whilst PC Gilchrest and CWaC Ward Cllr Hardy will follow up the mobile SID.</p>																								
<b>09.03.08</b>	<p><b>Planning Applications:</b></p> <p><b>09.03.08.1</b> Councillors were reminded of the submission made and ratified the response as appropriate.</p> <table border="1"> <thead> <tr> <th>Ref No</th> <th>Site Address</th> <th>Proposal</th> <th>Response</th> </tr> </thead> <tbody> <tr> <td>26/00301/S73</td> <td>Forest Farm Heaths Lane Utkinton</td> <td>Renovation works to farmhouse and conversion of barns into 7 residential dwellings (2 barns to be affordable dwellings)</td> <td>Circulated by email</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><b>09.03.08.2</b> Councillors noted the following decisions received</p> <table border="1"> <thead> <tr> <th>Ref No</th> <th>Site Address</th> <th>Proposal</th> <th>Decision</th> </tr> </thead> <tbody> <tr> <td>25/03132/PIP  APP/A0665/W/25/ 3376451</td> <td>Monarchy Hall Farm, Tirley Lane</td> <td>The development proposed is single self-build dwelling and associated development.</td> <td>The appeal is dismissed and planning permission for a single self-build dwelling and associated development is refused.</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Ref No	Site Address	Proposal	Response	26/00301/S73	Forest Farm Heaths Lane Utkinton	Renovation works to farmhouse and conversion of barns into 7 residential dwellings (2 barns to be affordable dwellings)	Circulated by email					Ref No	Site Address	Proposal	Decision	25/03132/PIP  APP/A0665/W/25/ 3376451	Monarchy Hall Farm, Tirley Lane	The development proposed is single self-build dwelling and associated development.	The appeal is dismissed and planning permission for a single self-build dwelling and associated development is refused.				
Ref No	Site Address	Proposal	Response																						
26/00301/S73	Forest Farm Heaths Lane Utkinton	Renovation works to farmhouse and conversion of barns into 7 residential dwellings (2 barns to be affordable dwellings)	Circulated by email																						
Ref No	Site Address	Proposal	Decision																						
25/03132/PIP  APP/A0665/W/25/ 3376451	Monarchy Hall Farm, Tirley Lane	The development proposed is single self-build dwelling and associated development.	The appeal is dismissed and planning permission for a single self-build dwelling and associated development is refused.																						
<b>09.03.09</b>	<b>Peak Cluster CCS Pipeline:</b> Councillors noted the response sent to the consultation which was circulated to Councillors prior to the meeting and approved the submission as appropriate.																								
<b>09.03.10</b>	<b>Cotebrook Flooding Risk:</b> there has been no further progress to date.																								
<b>09.03.11</b>	<p><b>Assertion 10 Audit:</b> Councillors approved the following in order to comply with Assertion 10 of the Annual Governance &amp; Accountability (AGAR) Return, except for No 2. It was felt that the additional mailbox storage could be added at a later date if needed.</p> <ol style="list-style-type: none"> <li>To engage ParishOnline to manage the switch of the website and emails to .gov.uk at a cost of £350 per year ex. VAT. The first year would be eligible for a £100 discount so would only cost £250 this year. <b>APPROVED</b></li> <li>To add a subscription of additional email storage for the Clerk’s mailbox at a cost of £24 per year and the hosting of the old domain name for £25 per year. <b>DEFERRED</b></li> <li>To approve the new domain name of <a href="http://utkintonandcotebrookparishcouncil.gov.uk">utkintonandcotebrookparishcouncil.gov.uk</a> <b>APPROVED</b></li> <li>To approve the new email format of Clerk@<a href="mailto:utkintonandcotebrookparishcouncil.gov.uk">utkintonandcotebrookparishcouncil.gov.uk</a> <b>APPROVED</b></li> <li>To approve the 2026 IT Policy <b>APPROVED</b></li> </ol>																								
<b>09.03.12</b>	<p><b>Finance Matters – APPENDIX A</b></p> <p><b>09.03.12.1</b> Councillors approved the accounts for payment and noted accounts paid since 9<sup>th</sup> Feb 26</p> <p><b>09.03.12.2</b> Councillors noted the bank balance and cash book at the end of February 2025</p>																								
<b>09.03.13</b>	<p><b>Jubilee Funding Group:</b> Cllr Atkinson gave a verbal summary of the recent meeting, draft minutes of which had been circulated to Councillors during the meeting. There were four grants recommended for approval:</p> <ul style="list-style-type: none"> <li>Tarporley Rotary Club - £500 for new gazebo</li> <li>Mums Hub - £471.30 – wellbeing event for local mums</li> <li>Cotebrook Village Hall - £400 – towards new heating system</li> </ul>																								

	<ul style="list-style-type: none"> <li>St Johns &amp; The Holy Cross Church - £245 – towards maintenance of churchyard (funded by CWaC grant)</li> </ul> <p>There was also a recommendation to move £482 from the Jubilee Fund into the Projects code of the Parish Council account as a contribution towards the Cotebrook Christmas tree and lights and the calendar.</p> <p>Cllr Atkinson proposed that all recommendations be approved, seconded by Cllr C. Stubbs, passed unanimously.</p>
<b>09.03.14</b>	<p><b>Dog Show:</b> Cllr Atkinson is liaising with Willows Vet Practice and the WI have confirmed that they will be available to provide a tea and cakes stall. The event will take place on Saturday 13<sup>th</sup> June from 1 – 4pm at Cllr C. Stubbs farm on Knights Lane in Cotebrook. All Parish Councillors are asked to prioritise the date in their diaries and be available to help for at least part of the afternoon. Cllr Grant agreed to meet Cllr C. Stubbs onsite and help plan the layout – car parking, show rings etc. Entry forms for each event will be available and a pay on the day system is felt to be the most practical. All surplus funds from the event will go into Parish Council funds.</p> <p>The Clerk is checking the Parish council's insurance status for the event and will ensure that a risk assessment is in place. Judith Grant who is Chair of the Community Events Team has asked that organisations do not book portaloos or bins at this stage as it may be cheaper to book them on block for all the events planned as part of the Great Community Summer.</p>
<b>09.03.15</b>	<p><b>Councillors' updates and items for future agenda:</b></p> <ul style="list-style-type: none"> <li>The Clerk reminded Councillors that the Council has received £250 funding from Cllr Hardy's Members Budget for a bench at Cotebrook Orchard, however, feedback from residents has been negative and the parish council may wish to re-think where to place a new bench. Cllr C.Stubbs suggested High Billinge Pond area – the Clerk will speak to Cllr Hardy.</li> <li>The Parish Times is due to be distributed in May and will be devoted to publicity for the Summer Community events. It was suggested that United Utilities might be asked for a contribution towards the Summer events.</li> </ul>
<b>09.03.16</b>	<p><b>Next meeting:</b> Monday 13<sup>th</sup> April at 7pm at Cotebrook Village Hall, Stable Lane, Cotebrook CW6 0JJ</p>

## APPENDOX A

### CLERK'S REPORT 5<sup>th</sup> MARCH 2026

#### 1. ACCOUNTS PAID

NAME	DETAILS	VAT	TOTAL £
Kathryn Lloyd	Clerk's salary February 2026		386.40
Cheshire Association of Local Councils	Cllrs & Clerks Introduction to AI – attended by G. Spencer		40

#### 2. Cashbook Reconciliation

### UTKINTON & COTEBROOK PARISH COUNCIL

#### Bank Reconciliation at 28th February 2026

Cash Book	Balance b/fwd	£8,884.77
Plus	Receipts	£262.43
	Payments	£1,507.87

		<b>£7,639.33</b>
Less		
Bank	Current a/c	£0.00
	Deposit a/c	£7,639.33
Less unrepresented cheques		
		<b>£7,639.33</b>

**JUBILEE/CORONATION FUND**

**Bank Reconciliation at 28th Feb 2026**

Cash Book	Balance b/fwd	£7,330.61
Plus	Receipts	£0.00
Less	Payments	£0.00
		<b>£7,330.61</b>

**3. To note:**

- One of the bird boxes awarded as a prize to Mr Tunney needs to be installed at Quarry Wood with a plaque attached dedicating it to his late wife, Jennifer.
- The Parish Council has received the funding of £250 from Cllr Hardy's Members Budget for the purchase of a new bench for Cotebrook Orchard. The Clerk will seek a suitable bench and ask the Grounds Maintenance team to install it.
- The Parish Council has received a Churchyard Maintenance grant from CWaC of £245 which will be passed to St John's Church. Thanks to the Clerk from Tiverton and Tilston Fearnall for the information.
- HW797099619 Rowlands View – poor road surface immediately outside a resident's' house and causing damage to vehicles. CWaC Highways report that no action is needed.