

**UTKINTON AND COTEBROOK
PARISH COUNCIL MEETING**

**Cotebrook Village Hall on
Tuesday 14th May 2024 at 7pm**



MINUTES

14.05.01	Election of Chair: Cllr Kastenemi nominated Graham Spencer as Chair, seconded by Cllr Dahill, passed by a majority vote.
14.05.02	Election of Vice Chair: Cllr Kastenemi nominated Matthew Grant as Vice Chair, seconded by Cllr Dahill, passed by a majority vote.
14.05.03	Public Open Forum Q: why is there a public meeting planned on 20 th May at the Fox and Barrel to discuss plans for glamping pods – have the plans changed at all? A: it has been arranged by the agents for the Fox and Barrel in order to inform local residents and invite questions, the parish council has simply supported by publicising the event. When the parish council is made aware of any new plans, it will discuss and form an opinion according to any changes made.
14.05.04	Present: Cllr Marian Atkinson, Cllr Tony Dahill, Cllr Matthew Grant, Cllr Sami Kastenemi, Cllr Andrew Needham, Cllr Graham Spencer, Cllr Caroline Stubbs, Cllr Graham Stewart In attendance: CWaC Ward Cllr Charles Hardy Clerk, Kath Lloyd
14.05.05	Declarations of Interest: Cllr Dahill and Cllr Stubbs declared an interest in Item 14.05.06 as they are both related to co-option candidates.
14.05.06	Co-option of new councillor: 14.05.06.01: The Chairman explained the process and the candidates were each introduced and councillors given the opportunity to ask a question of each. 14.05.06.02 The Council resolved to exclude members of the press and public under the Public Bodies (Admissions to Meetings) Act 1960 to enable it to discuss the merits or otherwise of the applicants, proposed by Cllr Atkinson and seconded by Cllr Grant, motion passed by a majority. Councillors with DOI also left the room. 14.05.06.03 The Parish Council meeting re-convened as an open meeting and a vote took place in accordance with Standing Order 12 as adopted by the council in May 2023. Cllr Stewart has requested a recorded vote so councillors' voting preferences will be made public – see below: Cllr Kastenemi voted for Ed Stubbs Cllr Grant voted for Ed Stubbs Cllr Atkinson voted for Ed Stubbs Cllr Spencer voted for Ed Stubbs Cllr Stewart voted for Francis Tunney Cllr Needham voted for Francis Tunney Ed Stubbs was duly co-opted and invited to take his place at the council table. The Chair thanked all candidates for their interest and support.

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14.05.07	<p>Minutes of Parish Council meeting of 9th April 2023: Cllr Grant proposed that the minutes were approved as accurate, seconded by Cllr Dahill, motion carried by a majority.</p> <p>Cllr Stewart asked council to note that he felt the minute 09.04.08 was disingenuous because it suggested that the council had not refused to hold a Remembrance Event on Remembrance Sunday in November 2023. He also referred to minutes from July 2023 and there was a short debate and it was agreed that the topic would be on the agenda for the June meeting for a longer discussion.</p> <p>Cllr Grant updated on the status of the primary school which is probably closing in July 2024, subject to approval from the Secretary of State. The school is planning to produce a Commemorative Booklet and Cllr Grant proposed that the council support such a booklet financially to a value of no more than £500, seconded by Cllr Stewart and passed unanimously. Cllr Atkinson suggested that if more funding was needed, an application might be made to the Jubilee Fund.</p> <p>Cllr Needham asked council to note his Declaration of Interest as a member of the Church of England and the Royal British Legion.</p>								
14.05.08	<p>Cheshire West & Chester Council Matters: CWaC Cllr Charles Hardy reported that he was still waiting for a date from CWaC Highways for a meeting with local parish councils. There was a discussion about the quality of work carried out on the highways and how that might be improved. The Chair thanked Cllr Hardy for his efforts.</p>								
14.05.09	<p>Planning Applications:</p> <p>14.05.09.1 Council noted the following planning application and agreed that no objection would be submitted.</p> <table border="1" data-bbox="258 1115 1343 1384"> <thead> <tr> <th>Ref No</th> <th>Site Address</th> <th>Proposal</th> <th>Response</th> </tr> </thead> <tbody> <tr> <td>24/00927/S73</td> <td>Greenacres</td> <td>Outline application for the erection of agricultural workers bungalow -Removal of condition 1 (agricultural occupancy) of planning permission 2/4/0.2256</td> <td>None</td> </tr> </tbody> </table> <p>14.05.09.2 There were no decisions received</p>	Ref No	Site Address	Proposal	Response	24/00927/S73	Greenacres	Outline application for the erection of agricultural workers bungalow -Removal of condition 1 (agricultural occupancy) of planning permission 2/4/0.2256	None
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14.05.10	<p>Work Programme: to receive updates on the following:</p> <p>14.05.10.01 Gateway signs progress – street furniture licences have been received and delivery of the five signs is expected within the month. The Clerk will collect quotes for installation.</p> <p>14.05.10.04 Northgate Steps update from PROW – no update</p> <p>14.05.10.03 Stable Lane traffic issues – no progress made.</p> <p>14.05.10.04 Meet the Councillors session at Rose Farm on Saturday 27th April 12 – 2pm – all agreed that it had been a very successful and pleasant event and it would be useful to plan more. The Chairman thanked councillors for attending.</p> <p>14.05.10.05 Work at Cotebrook Community Orchard – the area at the bottom of the orchard is very wet and needs drainage or attention from United Utilities before any planting can take place.</p> <p>14.05.10.06 Bus stops – Utkinton bus stop has had a new roof and will have hanging baskets and a rear cork board for local posters and advertising. It is planned to do the</p>								

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	same at Cotebrook.
14.05.11	Statutory Policies: Cllr Atkinson proposed that the council adopt the following, which had been circulated prior to the meeting: Standing Orders; Financial Regulations; Code of Conduct and Financial Risk Assessment. Cllr Kastenemi seconded and proposal and the listed policies were adopted and signed by the Chairman.
14.05.12	Volunteer Policy: Cllr Stubbs proposed that the Council adopt the Volunteer Policy and Cllr Grant seconded the proposal, carried by a majority. The Council noted the Template Risk Assessment and Cllr Stewart asked for a list of tasks that volunteers might be asked to carry out. It was agreed that the policy and risk assessment process would develop over time.
14.05.13	Community Grant Application Policy: Councillors considered and approved the revised Community Grant Application policy and process.
14.05.14	Jubilee Fund Group Update: Cllr Atkinson gave an update from the Jubilee Fund Group and recent work on the Big Community Raffle, the proceeds of which will be split between St Johns Church, the two Village Halls, the WI and the Jubilee Funding Group (Parish Council). There were two grant applications that had been considered by the Jubilee Funding Group and needed to be ratified by the full council: <ol style="list-style-type: none"> 1. Cotebrook Village Hall has applied for £364.40 towards recent works and 2. A resident has applied for £500 to support a new Mum's Hub venture at Cotebrook Village Hall. <p>Councillors discussed both applications and Cllr Atkinson proposed that both be approved, seconded by Cllr Dahill and passed unanimously. Councillors asked that the equipment bought by the Mum's Hub should remain at the Village Hall if the venture moved or closed. The Clerk will agree this in writing with the applicant.</p>
14.05.15	Working Party membership and review: 14.05.15.1 Councillors approved the continuation of the Funding Working Party 14.05.15.2 Councillors reviewed and approved the membership of the Funding Working Party 14.05.15.3 Councillors considered and approved the amended Terms of References for the Working Party
14.05.16	Finance Matters 14.05.16.1 Council approved the accounts for payment and noted accounts paid since 12 th March 24 – see Appendix A 14.05.16.2 Councillors noted the bank balance and cash book at the end of March 2024 14.05.16.3 Councillors approved the Annual Governance Statement and the Chairman signed on behalf of the council.
14.05.17	Councillor's reports and items for future agenda: The Orchard at Cotebrook badly needs cutting and the Clerk explained that there had been a few issues with the contractor which she is dealing with.
14.05.18	Date of future meetings See below – Councillors are asked to note that the June meeting will start at 7.30pm due to a clash of room bookings.

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MEETING DATES 2024

Tuesday June 11th	Utkinton Village Hall – 7.30pm
Tuesday July 9th	Cotebrook Village Hall – 7pm
NO MEETING IN AUGUST	
Tuesday September 10th	Utkinton Village Hall – 7pm
Tuesday October 8th	Cotebrook Village Hall – 7pm
Tuesday November 12 th	Utkinton Village Hall – 7pm
Tuesday December 10 th	Utkinton Village Hall – starts at 7pm for one hour only

APPENDIX A

CLERK'S REPORT

1. ACCOUNTS DUE FOR PAYMENT

NAME	DETAILS	VAT	TOTAL
Kathryn Lloyd	Clerk's salary		362
CPRE	Annual Subscription – paid by Direct Debit		60
Kath Dahill	Hanging baskets for Utkin bus shelter etc		112
Coffee House Rose Farm	Refreshments for Meet the Councillor + prize draw voucher for £25		116.20
Moonpig flowers	Leaving gift for SC		49.98
Audlem Printers	Pull up banners		67

2. Cashbook Reconciliation

Bank Reconciliation at 30th April 2024

Cash Book	Balance b/fwd	15,275.07
Plus	Receipts	11,230.06
Less	Payments	£2,350.24
		£24,154.89
Bank	Current a/c	£0.00
	Deposit a/c	£24,154.89
Less unrepresented cheques		
		£24,154.89

JUBILEE/CORONATION FUND		
Bank Reconciliation at 30th April 2024		
Cash Book	Balance b/fwd	£7,968.20
Plus	Receipts	£0.00
Less	Payments	£187.00
		£7,781.20

NOTE: The Jubilee Fund opened in Sept 2022 and since then has paid the following grants to community groups:

17/04/2023	Utkinton Primary School - Mini Cops	£255.60 (£255.60 match funding by PCC)
12/07/2023	St Helens PCC – Eco Churches Project	£150
09/11/2023	Utkinton Village Hall – new storage	£500

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3.Operational Update

- The Street Furniture licences for five Village Gateway Signs have been approved by CWaC
- The free Defib/CPR training took place on Monday 13th May at Rose Farm Coffee Shop
- The Meet the Councillor session on 27th April was well attended and residents seemed to find it useful.
- The Clerk has obtained two photographs of King Charles and would like the council to consider donating one each to Cotebrook and Utkinton Village Halls.
- Councillors are asked to note that there will be a public meeting with the Glamping Site Developers at the Fox and Barrel next Monday evening – 20th May at 6.30pm

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