

**UTKINTON AND COTEBROOK PARISH  
COUNCIL MEETING  
Cotebrook Village Hall on  
Tuesday 12<sup>th</sup> November 2024 at 7pm**



**MINUTES**

<b>12.11.01</b>	<b>Public Open Forum:</b> There was one member of the public present who asked the Council to note that he felt that the Remembrance event on Sunday 10 <sup>th</sup> November at the War memorial had been a great success. He estimated around 60 residents in attendance and refreshments served in the village hall afterwards. He suggested better advertising next year (advertising consisted of notices on all local notice boards, the parish council website and all local social media outlets). The Chairman thanked the resident for his input.
<b>12.11.02</b>	<b>Present:</b> Cllr Marian Atkinson, Cllr Sami Kastenieniemi (arrived at 7.20pm) Cllr Andrew Needham, Cllr Graham Spencer (Chair), Cllr Caroline Stubbs <b>Apologies:</b> Accepted from Cllr Matthew Grant, Cllr Graham Stewart and Cllr Ed Stubbs <b>In attendance:</b> CWaC Ward Cllr Charles Hardy and the Clerk, Kath Lloyd.
<b>12.11.03</b>	<b>Declarations of Interest:</b> There were no new declarations of interest.
<b>12.11.04</b>	<b>Minutes of Parish Council meeting of 8<sup>th</sup> October 2024:</b> Cllr C Stubbs proposed that the minutes be accepted as accurate, seconded by Cllr Needham, motion carried and minutes signed by Chairman.
<b>12.11.05</b>	<b>Cheshire West &amp; Chester Council Matters:</b> CWaC Ward Cllr Hardy gave a verbal update on the meeting with CWaC Highways on 15 <sup>th</sup> October which had been well attended and very productive, although there is still much work to do to improve the quality of some of the highways work carried out. It was noted that the damaged road signs from the summer have still not been repaired <b>Resolved:</b> the Clerk will re-send the email and attached details to Cllr Hardy. Cllr Stubbs also attended the Highways meeting and added that she had been much encouraged by the discussion. Cllr Hardy was asked if a meeting could be set up with the group of parish councils and the local MP Aphra Brandreth? <b>Resolved:</b> Cllr Hardy will follow up with MP and liaise with Clerks for dates. (Cllr Kastenieniemi arrived at this point). The Chair thanked Cllr Hardy for his efforts in arranging the meeting with Highways and for following up on highways and signage issues. Cllr Needham asked Cllr Hardy if the Borough Council had any plans to address the new, more relaxed planning regime implemented by the new government? Cllr Hardy is not aware of any firm plans in place at this stage but understands that most new developments will be aimed at areas with existing infrastructure eg schools, health facilities etc. He also reminded Council that sometimes new developments stimulated local growth in areas without facilities and he will continue to keep the parish council up to date if he becomes aware of a change in strategy.
<b>12.11.06</b>	<b>Highways Meeting:</b> See above.
<b>12.11.07</b>	<b>Planning Applications:</b>  <b>12.11.07.1</b> There were no planning applications received since the publication of this agenda  <b>12.11.07.2</b> There were no decisions received

12.11.08	<p><b>Work Programme: to receive</b> updates on the following:</p> <p><b>08.10.08.1</b> Northgate Steps – the Clerk has received an email from the PROW team saying that the Steps are scheduled to be cut back in October. <b>Resolved:</b> Clerk to forward email to Cllr Hardy to follow up.</p> <p><b>08.10.08.2</b> Work at Cotebrook Community Orchard – Clerk still chasing Vale Royal for removal of fly tipped green waste from their contractors and need to contact United Utilities for discussion about drainage at lower end of the orchard.</p> <p><b>08.10.08.3</b> Bus stops – Cotebrook roof and community notice boards outstanding, Chair will follow up.</p> <p><b>08.10.08.4</b> Wildlife Project – Cllr Stubbs gave a verbal overview of the project and referred Councillors to a Briefing paper that had been circulated prior to the meeting. Community bat boxes, photo competition and calendar. Cllr Needham asked how the project could link to CWaC Biodiversity Net Gain plans, he will forward more information to Cllr Stubbs. <b>Resolved:</b> Council agreed in principle to allocate a budget of up to £500 towards the project if it was needed. <b>Resolved:</b> Clerk will apply to CWaC Members Budget for funding towards the project. There will be a public information session about the project on 14<sup>th</sup> December at Rose Farm Coffee House.</p> <p>In addition, the Chair and Cllr Stubbs will agree a date to plant the spring bulbs that have been bought. <b>Resolved:</b> that the council will purchase two long handled versions of bulb planters at a cost of no more than £50.</p>
12.11.09	<p><b>Remembrance Events:</b> The Chair gave a verbal overview of the Remembrance events in the parish:</p> <ul style="list-style-type: none"> <li>• Sunday November 3<sup>rd</sup> at St Johns Church in Cotebrook – Cllrs Grant, Stewart and C. Stubbs attended and a wreath was laid on behalf of the parish council. Feedback from the Church has been very positive and it is hoped to repeat the service next year.</li> <li>• Saturday November 9<sup>th</sup> at Rose Farm Coffee House – the British Legion Fundraiser was very well attended and Cllr Grant will report the amount of funds raised at a later meeting</li> <li>• Sunday 10<sup>th</sup> November at The War Memorial on Johns Street – attended by around 60 residents and the feedback has been very positive. A wreath was laid on behalf of the parish council.</li> <li>• Sunday 10<sup>th</sup> November at St Helens in Tarporley – Cllrs C.Stubbs, Needham and Spencer attended and laid a wreath.</li> <li>• Monday 11<sup>th</sup> November at St Helens – Rev Bridgman opened the Church for residents wishing to pay their respects at 11am.</li> </ul> <p>Councillors were asked to return the lamp post poppies to the Chair or Vice Chair by the end of November and the Clerk was asked to arrange inserts for the wreaths next year so that a note can be added saying who the wreath is from.</p>
12.11.10	<p><b>Finance Matters</b></p> <p><b>12.11.10.1</b> Councillors approved the accounts for payment and note accounts paid since 8<sup>th</sup> October.</p> <p><b>12.11.10.2</b> Councillors noted the Clerk’s Report (Appendix A) including the bank balance and cash book at the end of October 2024 Councillors also noted the receipt of £6,274.77 Community Infrastructure Levy (CIL) against the development of 21/04296/FUL - Land At Sidebottom Farm Stable Lane Utkinton Tarporley for the conversion of existing barns to create 4 new dwellings.</p> <p><b>12.11.10.3</b> Councillors <b>approved</b> the purchase of 10 hi viz vests with the new council logo on them and a display board at a total cost of no more than £200</p>
12.11.11	<p><b>Jubilee Funding Group Update:</b> Cllr Atkinson reported that the next meeting of the Working Party would be on 26<sup>th</sup> November and that to date, there were two grant applications that the group would consider and bring back to the December Parish Council meeting.</p>
12.11.12	<p><b>St John and the Holy Cross 150<sup>th</sup> Anniversary:</b> Councillors were asked to consider how they might support the Church in Cotebrook in their celebrations next year, potentially with an engraved plaque? <b>Resolved:</b> Cllr Grant will liaise with the Church and report back to Council.</p>

<b>13.11.13</b>	<b>Parish Times:</b> Councillors thanked Cllr Grant for his hard work in putting together the most recent copy of the Parish Times and it was suggested that a list of local defibrillators be included in a future edition.
<b>13.11.14</b>	<b>Councillor's reports and items for future agenda:</b>  <b>Speed watch training</b> – Clerk to liaise with neighbouring parish councils re date and venue. <b>Neighbourhood Plan</b> – to be reviewed <b>Date/time of Council meetings</b> – on December agenda.
<b>13.11.15</b>	<b>Date of future meetings:</b> Councillors were made aware that Utkinton Village Hall is unable to accommodate the bi-monthly meetings on a Tuesday until 7.30pm due to a regular booking. However, Councillors agreed that a 7pm start was preferable, there is also an issue that a Tuesday evening clashes with other commitments for a number of Councillors so a change of weekday may be needed. Further discussion is needed.

## APPENDIX A

### CLERK'S REPORT - 8<sup>th</sup> November 2024

#### 1. ACCOUNTS FOR APPROVAL

NAME	DETAILS	VAT	TOTAL
Kathryn Lloyd	Clerk's salary November 2024		362
Royal British Legion	10 x lamp post poppies		50
James Newman	Tree Work at Cotebrook Orchard		120

#### 2. Cashbook Reconciliation

Bank Reconciliation at 31st October 2024			
Cash Book	Balance b/fwd		£10,412.04
Plus	Receipts		£6,737.38
Less	Payments		£981.89
			<b>£16,167.53</b>
Bank	Current a/c		£0.00
	Deposit a/c		£16,167.53
Less unrepresented cheques			
			<b>£16,167.53</b>

I am happy to report that the parish council has received a payment of £6,274.77 from the Community Interest Levy – this is raised from the recent development of property in the area. This now leaves the council's bank balances in a very healthy position give the time of year.

Councillors are asked to let the Clerk have costs for projects that should be included in the budget for 2024 – 25 which will need to be voted on at the January meeting. A draft budget outline for councillors to consider will be shared at the December meeting.

#### TO NOTE:

- The parish council has a new phone number – 07754565708
- The Clerk was asked to source the approximate cost of grit bins for local roads – estimated costs inc installation £250 each. A street furniture licence would be needed from CWaC.

- The Clerk has reported a large and deep pothole opposite the entrance to Rowley's Farm following a complaint from a resident. HW661088129

DRAFT