

**UTKINTON AND COTEBROOK
PARISH COUNCIL MEETING**

Monday 10th November at 7pm



MINUTES

10.11.01	Public Open Forum: Two residents were present and had no comments at this stage of the meeting.												
10.11.02	<p>Present: Cllr Matthew Grant, Cllr Sami Kasteniemi, Cllr Andrew Needham, Cllr Graham Spencer (Chair)</p> <p>Apologies accepted from: Cllr Marian Atkinson, Cllr Stephen Moore, Cllr Caroline Stubbs, Cllr Ed Stubbs</p> <p>Apologies also noted from CWaC Ward Cllr Chrls Hardy</p> <p>In attendance: Kath Lloyd, Clerk</p>												
10.11.03	Declarations of Interest: There were no new declarations of new interest.												
10.11.04	<p>Minutes of Parish Council meeting of 13th October 2025: Councillors approved and signed the minutes of the previous council meeting.</p> <p>Cllr Needham asked the Clerk to circulate the objection made to Planning Application 25/03132/PIP</p>												
10.11.05	Cheshire West & Chester Council Matters: CWaC Ward Cllr Charles Hardy was hoping to join the meeting after he had attended the Tarporley Parish Council meeting. Item deferred.												
10.11.06	Cotebrook Flooding Risk: As Cllr Hardy was not present, the Clerk was asked to follow up.												
10.11.07	<p>Planning Applications:</p> <p>11.11.07.1 To note applications received and agree or ratify a response to the following applications and to consider applications received since the publication of this agenda</p> <table border="1" data-bbox="256 1391 1339 1798"> <thead> <tr> <th data-bbox="256 1391 480 1424">Ref No</th> <th data-bbox="480 1391 699 1424">Site Address</th> <th data-bbox="699 1391 1145 1424">Proposal</th> <th data-bbox="1145 1391 1339 1424">Response</th> </tr> </thead> <tbody> <tr> <td data-bbox="256 1424 480 1608">25/03085/FUL</td> <td data-bbox="480 1424 699 1608">High Billinge House</td> <td data-bbox="699 1424 1145 1608">Demolition of existing conservatory and erection of two-storey front extension and part two storey, part single storey rear extension with roof terrace and detached garage.</td> <td data-bbox="1145 1424 1339 1608">No objection</td> </tr> <tr> <td data-bbox="256 1608 480 1798">25/03440/FUL</td> <td data-bbox="480 1608 699 1798">9 The Crescent, Utkinton</td> <td data-bbox="699 1608 1145 1798">First floor side extension, two storey and single storey rear extensions, alterations to windows and doors and to front raised terrace, rendering.</td> <td data-bbox="1145 1608 1339 1798">No objection</td> </tr> </tbody> </table> <p>10.11.07.2 No decisions received</p>	Ref No	Site Address	Proposal	Response	25/03085/FUL	High Billinge House	Demolition of existing conservatory and erection of two-storey front extension and part two storey, part single storey rear extension with roof terrace and detached garage.	No objection	25/03440/FUL	9 The Crescent, Utkinton	First floor side extension, two storey and single storey rear extensions, alterations to windows and doors and to front raised terrace, rendering.	No objection
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10.11.08	Neighbourhood Plan Review: Councillors noted the minutes of the recent Neighbourhood Planning Review Group and Cllr Spencer reported that it had been a very positive meeting. Mr Francis Tunney (resident and ex-councillor) is creating a Village Design Statement with a survey of the ages and												

	<p>designs of homes in the parish. This will inform how the parish looks and what styles of homes would suit best in the future. Councillors also noted the initial questionnaire which will be in the Parish Times and on the website, social media etc to stimulate a discussion in the parish amongst residents.</p>
10.11.09	<p>Work Programme: to receive updates on the following:</p> <p>10.10.09.1 Dates for bulb planting – Cllr Spencer will confirm asap</p> <p>10.10.09.2 Purchase and siting of defibrillator – the Clerk reported that she had approval of Members Budget funding towards the defibrillator which would be purchased by the parish council and installed and maintained by Utkinton Village Hall. Councillors requested that the Clerk action asap.</p> <p>10.10.09.3 Purchase of Christmas trees and solar lights – Clerk to follow up with Highways and Grounds Maintenance Contractor re embedded pipes for trees to sit in.</p>
10.11.10	<p>Wildlife Project & Photography Competition and 2026 Calendar: The winner of the Photography competition was announced as local amateur photographer Charlotte Platt and the runner up was Francis Tunney. Prizes are being organised and it is hoped that a formal presentation can be arranged soon, both photos will be in the Parish Times and on the website. The calendar is going to print this week and will be delivered free of charge to every household in the parish with around 100 copies available for sale.</p>
10.11.11	<p>Remembrance Weekend Events: Resident and ex-councillor Francis Tunney and resident Gordon Bettley gave a verbal overview of the event on Sunday 9th November at the War Memorial on John Street with refreshments at Utkinton Village Hall afterwards. A written report had also been circulated to Councillors prior to the meeting. Appreciation was expressed to the WI who had created a fabulous display of knitted poppies (1600 in total) and to Eloise Wiseman, a local bugler who had played the last post and the National Anthem at the event. Around 70 local residents attended and there were no safety issues.</p> <p>Cllr C. Stubbs attended the Remembrance Service at St Johns and the Holy Cross and laid a wreath on behalf of the Parish Council and Cllr Needham attended the service at St Helens in Tarporley and laid a wreath on behalf of the Parish Council there.</p> <p>A fund raiser for the Royal British Legion is planned for Tuesday 11th Nov at Rose Farm.</p>
10.11.12	<p>IT requirements for Council: to receive costs and approve expenditure on the following:</p> <p>10.11.12.1 The Clerk gave a verbal summary of an IT Briefing Paper circulated prior to the meeting giving approximate costs of replacing the laptop and printer and it was agreed that an amount for future replacements/upgrades should be ringfenced in the budget in future. Cllr Grant proposed that the Clerk proceed to buy the necessary equipment at a cost of around £550, seconded by Cllr Kastenieni and approved unanimously.</p> <p>10.11.12.2 The Clerk presented estimated costs for new .gov emails for all Councillors and Clerk and for .gov website in order to meet demands of Assertion 10 on the Annual Governance Return and approve expenditure. Councillors agreed that following the approval made in October (Minute Item 13.10.14.3), the Clerk should continue to move this project forward with regular updates to Council.</p>
10.11.13	<p>Finance Matters – Appendix A</p> <p>10.11.13.1 Councillors approved the accounts for payment and note accounts paid since 13th Oct 25</p> <p>10.11.13.2 Councillors noted the bank balance and cash book at the end of October 2025</p> <p>10.11.13.3 Councillors were asked to consider projects and/or potential costs to be built into budget and precept for next year – initial thoughts included an allocation for cleaning and/or inspection of the War memorial and an allocation for IT updates (equipment and software as needed)</p>
10.11.14	<p>Councillor’s reports and items for future agenda:</p> <p>There was a suggestion that the Parish Council contact Tarporley Parish Council to discuss Planning Applications which might impact on the surrounding areas and discuss potential joint improvement of local infrastructure. The Clerk will write to the Clerk of Tarporley PC.</p>
10.11.15	<p>Date of next meeting: Monday 8th December at Cotebrook Village Hall from 7 – 8pm</p>

APPENDIX A

CLERK'S REPORT 6th NOVEMBER 2025

1. ACCOUNTS FOR APPROVAL

NAME	DETAILS	VAT	TOTAL £
Kathryn Lloyd	Clerk's salary November 2025		386.40
James Newman	Grounds Maintenance		720
Macafee	IT security for laptop		49.99
Dr Helen Jones	Inscription of wooden crosses		114

2. Cashbook Reconciliation

UTKINTON AND COTEBROOK PARISH COUNCIL

JUBILEE/CORONATION FUND

Bank Reconciliation at 31st October 2025

Cash Book	Balance b/fwd	14240.79
Plus	Receipts	£11.11
Less	Payments	£1,698.59
		£12,553.31
Bank	Current a/c	£0.00
	Deposit a/c	£12,553.31
Less unrepresented cheques		
		£12,553.31

Bank Reconciliation at 31st Oct 2025

Cash Book	Balance b/fwd	£7,968.20
Plus	Receipts	£6,402.09
Less	Payments	£4,959.68
		£9,410.61

To note:

- The £9,410.61 is part of the total held in the bank and is earmarked for grants and community projects. The remaining precept at the end of Oct 2025 is £3,142.70.
- The Chairman attended the Annual CHaLC AGM on 22nd October
- The Clerk attended an online day's conference provided by Scribe – very useful presentations on Assertion 10, Audit and the Annual Governance Return and Behaviour Management.
- Christmas meal – to take place on Monday 8th December after a short Parish Council meeting at the Alvanley Arms, partners are welcome.