

**UTKINTON AND COTEBROOK PARISH COUNCIL MEETING**  
**Cotebrook Village Hall**  
**Tuesday 10<sup>th</sup> October 2023 at 7.30pm**

*www.utkintonandcotebrookparishcouncil.org.uk*

**MINUTES**

10.10.01	<b>Public Open Forum:</b> there were no members of the public present.	<b>ACTIONS</b>
10.10.02	<p><b>Present:</b> Cllr Marian Atkinson, Cllr Tony Dahill, Cllr Matthew Grant, Cllr Andrew Needham, Cllr Graham Spencer (Chair), Cllr Graham Stewart, Cllr Caroline Stubbs, Cllr Francis Tunney  <b>Apologies:</b> Cllr Sarah Crawford and CWaC Ward Cllr Charles Hardy  <b>In attendance:</b> Kath Lloyd, Clerk</p> <p><i>*At this point, the Chair expressed the parish councils' condolences to Cllr Crawford who has suffered a family bereavement, a card and flowers from the council have been organised by the Clerk.</i></p>	
10.10.03	<b>Declarations of Interest:</b> There were no declarations of interested declared in any item on the agenda.	
10.10.04	<b>Minutes of Parish Council meeting of 12<sup>th</sup> Sept 2023:</b> The minutes of the parish council meeting held on Tuesday 12 <sup>th</sup> September were approved and signed by the Chair.	
10.10.05	<p><b>Remembrance Weekend:</b> Cllr Dahill proposed that the Chairman represent the parish council at the Remembrance Service at St Helen's Church in Tarporley on Sunday 12<sup>th</sup> November, seconded by Cllr Needham.  Cllr Stewart proposed that Cllr Needham represent the council which was seconded by Cllr Tunney.  A vote was taken on the first proposal and the motion carried by a majority that the Chairman will represent the parish council.</p>	<b>Chair</b>
10.10.06	<p><b>Fundraising event:</b> the council reviewed and approved the plans for a fundraising event on Saturday 11<sup>th</sup> November 2023. Proposed by Cllr Grant, seconded by Cllr Dahill, motion carried by a majority vote.</p> <p>Cllr Stewart asked that the wording of the proposal be noted as "unconditional surrender" instead of "cessation of hostilities". Cllr Grant agreed for the wording to be changed.</p> <p>During the discussion, it was noted that Utkinton Primary School has achieved a good Ofsted inspection report and the Clerk was asked to write to congratulate them.</p>	<b>Clerk</b>
10.10.07	<p><b>Remembrance Sunday:</b> the council reviewed and approved the plans for an event to mark Remembrance Sunday on Sunday 12<sup>th</sup> November. Proposed by Cllr Tunney, seconded by Cllr Stewart, motion carried by a majority vote.</p> <p>There was a debate about the need for the Risk Assessments for both events to be rigorously followed and the advice from Ian Tordoff at CWaC to be adhered to in order to ensure the public's safety.</p> <p>Cllr Grant observed that he felt that it was disingenuous to suggest that this was the first time that the council has refused to fund a road closure and asked for the minutes to show that the parish council has never previously funded a road closure.</p> <p>The council then agreed to allow a budget of up to £50 for each event (11<sup>th</sup> November and 12<sup>th</sup> November), proposed by Cllr Atkinson, seconded by Cllr Stewart, motion carried by a majority.</p>	

10.10.06	<b>Cheshire West &amp; Chester Council Matters:</b> Cllr Charles Hardy had sent his apologies and his report was deferred to the next meeting.	
10.10.07	<p><b>Planting:</b> the council approved a scheme of bulb and tree planting as follows:</p> <p>Quarry Wood – English bluebells  Cotebrook Notice board/Book Bank area – daffodils  Opposite Utkinton Village Hall – daffodils  Cotebrook Community Orchard – wild flowers at bottom end at a cost of aprox £160 for seeds</p> <p>Cllr Atkinson proposed that a total of £260 be allocated from the Jubilee Community Fund (£100 for bulbs and £160 for wild flower seeds), seconded by Cllr Stubbs, motion carried unanimously.</p> <p>The two weeping cherry trees approved by the council in October 2022 need to be bought and planted at the Cotebrook Notice Board and opposite Utkinton Village Hall (taking care not to obstruct the view of the traffic flow on the road). Cllrs Grant and Cllr Spencer agreed to action this.</p>	<p><b>Cllrs Grant &amp; Spencer</b> to buy trees, daffodil and English bluebell bulbs and send the Clerk a date for planting</p> <p><b>Clerk</b> to contact CWaC re wild flowers</p>
10.10.08	<p><b>Work Programme:</b> the council <b>received</b> updates on the following projects-</p> <ul style="list-style-type: none"> <li>- Notice boards ordered, delivered and awaiting contractor to install</li> <li>- War Memorial/Shrine painted, conifers removed, new planting in place, council expressed their thanks to Mrs Dahill for all her hard work.</li> <li>- Bus shelters – Utkinton bus shelter roof to be repaired at a cost of no more than £500, proposed by Cllr Grant, seconded by Cllr Stewart, carried unanimously. It has not been possible to contact the owner of the land behind the Cotebrook bus shelter to ask for access. Cllr Tunney offered to try to contact.</li> <li>- Gateways – licences applied for, councillors were reminded that the installation of Village gateways is part of the Neighbourhood Plan. Clerk to follow up</li> <li>- Cotebrook Community Orchard Tree Survey, awaiting contractor</li> <li>- Hedges and footpaths – the Clerk was asked to invite the Head of CWaC Streetcare to join Cllrs in a review of local footpaths and hedges. Tarporley Rotary have offered assistance with volunteers and will liaise with the Clerk. There was also general agreement that if the council's insurance allows it, a team of local volunteers should be recruited to assist in clearing weeds etc where it is safe to do so.</li> <li>- High Billinge Pond – fencing and sign ordered, contractor to fit asap. The Clerk was asked to ensure that access to the pond for cleaning etc be included.</li> </ul>	<p><b>Chair</b> to arrange installation of notice board at Rose Farm</p> <p><b>Cllr Tunney</b> to try to contact landowner</p> <p><b>Clerk</b> to contact Paul McVitty asap</p> <p><b>Clerk</b> to liaise with contractor.</p>
10.10.09	<b>Communication Policy:</b> the council received and adopted the Communication Policy circulated prior to the meeting. Proposed by Cllr Grant and seconded by Cllr Dahill, motion carried unanimously.	
10.10.10	<p><b>Council identity:</b></p> <p><b>10.10.10.1</b> Cllr Grant has reviewed the delivery and presentation of the website and has a local volunteer who develops websites keen to help redesign the presentation at no charge. Cllr Grant asked if Cllr Tunney and the Clerk could work with the volunteer on this project and keep the council updated.</p> <p><b>10.10.10.2</b> It was agreed that the parish council newsletter will be slimmed down and issued twice yearly newsletter (May/Nov) with no more than 8 pages. Cllr Grant stated that in order to alleviate the workload, he will collect the content and an external printer will be used to design and create the artwork.</p> <p><b>10.10.10.3</b> The council considered the options presented for a logo to use on letterheads etc and it was approved in principle that a logo would be advantageous but that some more design work was needed. Cllr Grant will talk to designer and update the council at the next meeting.</p>	<p><b>Cllr Grant</b> to collect text and photos for newsletter</p> <p><b>Cllr Grant</b> to refine the logo and update at the next meeting.</p>

<b>10.10.11</b>	<p><b>Finance Matters</b></p> <p><b>10.10.11.1</b> The council approved accounts for payment and note accounts paid since 12<sup>th</sup> Sept 2023</p> <table border="1" data-bbox="225 253 1158 521"> <tr> <td colspan="3"><b>PAYMENTS MADE (approved 12<sup>th</sup> Sept 11<sup>th</sup> 2023)</b></td> </tr> <tr> <td>Clerk's Salary</td> <td>October salary</td> <td>330</td> </tr> <tr> <td>UHY Hacker Accountants</td> <td>Internal Audit</td> <td>210</td> </tr> <tr> <td>JJ Grounds Maintenance</td> <td>Grounds Maintenance contract</td> <td>500</td> </tr> <tr> <td>JJ Grounds Maintenance</td> <td>Additional work to dig our two conifer trees at War Memorial</td> <td>70</td> </tr> <tr> <td>Cheshire Community Action</td> <td>Annual Subscription</td> <td>20</td> </tr> </table> <table border="1" data-bbox="225 618 1158 763"> <tr> <td colspan="3"><b>PAYMENTS DUE – as at 10<sup>th</sup> October 2023</b></td> </tr> <tr> <td>CHaLC Inv 119</td> <td>9 x Good Councillor Guides £4.20 each</td> <td>47.25</td> </tr> <tr> <td>Clerk's salary</td> <td>November salary</td> <td>330</td> </tr> <tr> <td>Poppy ties</td> <td>Purchase of reusable ties for lamp post poppies</td> <td>12.98</td> </tr> </table> <p><b>10.10.11.2</b> The council noted the bank balance and cash book at the end of Sept 2023 and the Chair signed the bank accounts and reconciliation.</p> <p><b>10.10.11.3</b> The council received an update on the Jubilee Fund balance which currently stands at £6,671.58</p>	<b>PAYMENTS MADE (approved 12<sup>th</sup> Sept 11<sup>th</sup> 2023)</b>			Clerk's Salary	October salary	330	UHY Hacker Accountants	Internal Audit	210	JJ Grounds Maintenance	Grounds Maintenance contract	500	JJ Grounds Maintenance	Additional work to dig our two conifer trees at War Memorial	70	Cheshire Community Action	Annual Subscription	20	<b>PAYMENTS DUE – as at 10<sup>th</sup> October 2023</b>			CHaLC Inv 119	9 x Good Councillor Guides £4.20 each	47.25	Clerk's salary	November salary	330	Poppy ties	Purchase of reusable ties for lamp post poppies	12.98	
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<b>10.10.13</b>	<p><b>Information Exchange:</b> There were no matters raised.</p>																															
<b>12.09.13</b>	<p><b>Date of future meetings</b></p> <p>Tuesday 14<sup>th</sup> November 2023 at Cotebrook Village Hall at 7.30pm</p> <p>Wednesday 13<sup>th</sup> December at 7pm with Christmas meal for Council at Rose Farm at 8pm</p>	<p>All</p>																														