

# UTKINTON AND COTEBROOK PARISH COUNCIL MEETING

Monday 13<sup>th</sup> October 2025



## MINUTES

13.10.01	<p><b>Public Open Forum</b> A resident shared a paper that he had prepared noting inaccuracies and out of date information contained in the Planning Application 25/03132/PIP to be considered later on the agenda. Attached as Appendix B. Councillors agreed and the Clerk was requested to submit an appropriate comment to CWaC.</p>												
13.10.02	<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, <b>Apologies:</b> Cllr Ed Stubbs <b>In attendance:</b> Kath Lloyd, Clerk and CWaC Ward Cllr Charles Hardy</p>												
13.10.03	<p><b>Declarations of Interest:</b> There were no declarations of new interest.</p>												
13.10.04	<p><b>Minutes of Parish Council meeting of 8<sup>th</sup> September 2025:</b> The minutes of the previous meeting were proposed as accurate by Cllr C. Stubbs, seconded by Cllr Atkinson and approved by Council.</p>												
13.10.05	<p><b>Cheshire West &amp; Chester Council Matters:</b> CWaC Ward Cllr Hardy reminded the Parish Council that his Members' Budget is still open for applications. Cllr Hardy has not yet been able to arrange a meeting with residents at Cotebrook about the flooding – the Clerk was asked to follow up with the MP and Chief Exec of CWaC. Cllr Hardy also reported that the devolution of Cheshire East, West and Warrington was moving forwards with a new mayor to be elected in May 2027.</p>												
13.10.06	<p><b>Cotebrook Flooding Risk:</b> see above, no progress made.</p>												
13.10.07	<p><b>Planning Applications:</b> 13.10.07.1 Councillors <b>noted the following</b> applications received and <b>agreed</b> responses as below to the following applications:</p> <table border="1" data-bbox="256 1458 1337 1771"> <thead> <tr> <th>Ref No</th> <th>Site Address</th> <th>Proposal</th> <th>Response</th> </tr> </thead> <tbody> <tr> <td>25/02034/LBC*</td> <td>Yew Tree Cottage, Eaton Lane</td> <td>Demolition of existing timber barn, refurbishment and extension of the grade II listed Yew Tree Cottage conversion of existing stone barn and construction of annex.</td> <td>No comment</td> </tr> <tr> <td>25/03132/PIP</td> <td>Land at Monarchy Hall Farm</td> <td>Single self-build dwelling and associated development</td> <td>See Appendix B</td> </tr> </tbody> </table> <p>13.10.07.2 There were no decisions received</p>	Ref No	Site Address	Proposal	Response	25/02034/LBC*	Yew Tree Cottage, Eaton Lane	Demolition of existing timber barn, refurbishment and extension of the grade II listed Yew Tree Cottage conversion of existing stone barn and construction of annex.	No comment	25/03132/PIP	Land at Monarchy Hall Farm	Single self-build dwelling and associated development	See Appendix B
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13.10.08	<p><b>Communication received:</b> 13.10.08.1 Councillors agreed that the Clerk should write to a local homeowner and remind them of their responsibility to make sure that roadside hedges are kept cut back, in response to an email request for help 13.10.08.2 Councillors noted an anonymous correspondence received – no action to be taken, in line with Council Communication Policy.</p>												

13.10.09	<p><b>Work Programme:</b> to receive updates on the following:</p> <p><b>13.10.09.1</b> Grit Bins update – to be installed this week.  <b>13.10.09.2</b> Submissions for Parish Times – Cllr Grant needs submissions by the end of October.</p>
13.10.10	<p><b>Wildlife Project &amp; Photography Competition and 2026 Calendar:</b> the judging is taking place this week and the photographs have been submitted anonymously to James Arnold <a href="#">James Arnold Photography</a> who will make the final decision which will be announced on our social media and website and through notices on the parish council notice boards. Prizes will be agreed in liaison with James Arnold.</p> <p>There was a short discussion about the creation of a calendar which could be distributed to every household using the photographs from the competition along with any others that might be suitable. Cllr Grant is confident that he can find a sponsor which would keep the net costs to under £500. Proposed by Cllr Kastenieniemi, seconded by Cllr C. Stubbs, motion carried.</p>
13.10.11	<p><b>Report from Jubilee Grants Working Party:</b> The Working Party met on 24<sup>th</sup> Sept and agreed the revised Terms of Reference and that:</p> <ul style="list-style-type: none"> <li>• The group are happy with the current membership which has been tailored to ensure input from residents alongside Parish Councillors, as appropriate for a Parish Council Working Party.</li> <li>• The Grants Scheme will be advertised from October – December each year with a closing date of 31<sup>st</sup> December. This includes the November issue of the Parish Times, website and social media and local posters/flyers. <b>ACTION:</b> Clerk to create poster/flyer asap.</li> <li>• The Grants Allocation Group will meet once annually at the end of January and make recommendations to the full council meeting in February.</li> <li>• The role of Chair will be voted on annually.</li> </ul> <p>The Clerk shared the new promotional poster which will be on the notice boards and social media etc asap.  The minutes of the meeting of 24<sup>th</sup> September are on the website</p> <p>Cllr Atkinson asked if £200 from the Jubilee Grants fund could be spent on two Christmas trees and lights for the community, seconded by Cllr C. Stubbs and approved by Council.</p>
13.10.12	<p><b>Community Events Team:</b> Councillors considered the plans from the Community Events Team Meeting:</p> <ul style="list-style-type: none"> <li>• A “Big Community Weekend” when there will be an outdoor cinema, free to local residents</li> <li>• A car boot sale with proceeds covering the costs of the outdoor cinema</li> <li>• Five community groups each organizing an event around that weekend (probably in June 2026) and keeping the profits made – Cllr Atkinson has been in touch with Willows Vets who are keen to hold a dog show and it might be appropriate for the Parish Council to host that as their “event”.</li> </ul> <p>More details will be available at a later date and the Parish Council agreed to be part of the planning process.</p>
13.10.13	<p><b>Remembrance Weekend Events:</b> 1600 poppies have now been knitted and will be sewn onto the netting to make a blanket to be spread over the rear hedge of the War Memorial and down the wall of Utkinton Village Hall. The WI were congratulated on their efforts.  Cllr C. Stubbs will lay the wreath on behalf of the Parish Council on 2<sup>nd</sup> November at St Johns and the Holy Cross Church in Cotebrook.  A risk assessment is in place for the event on Sunday 9<sup>th</sup> November at Utkinton Village Hall and CWaC have been informed of the event details.</p> <p>All Parish Councillors are encouraged to attend at least one of the events:</p> <p>Sunday 2<sup>nd</sup> Nov – St Johns and the Holy Cross Church, Cotebrook at 11.15am  Sunday 9<sup>th</sup> Nov - Tarporley Royal British Legion Procession and Service at St Helen’s at 10.25am  Sunday 9<sup>th</sup> November - Act of Remembrance at Utkinton War Memorial 10.50am  Tuesday 11<sup>th</sup> November - FUNDRAISER in aid of The Royal British Legion, at the Coffee House at Rose Farm 10am – 12 noon.</p>

13.10.14	<p><b>IT requirements for Council:</b> There was a discussion about the following items and actions agreed :</p> <p><b>13.10.14.1</b> The Council laptop is not compatible with Windows 11 and needs to be replaced <b>ACTION:</b> Clerk to bring costs to next meeting.</p> <p><b>13.10.14.2</b> The Council printer has not worked for some time and is very unlikely to work with a new laptop so also needs replacing <b>ACTION:</b> Clerk to bring costs to next meeting.</p> <p><b>13.10.14.3</b> Requirement to meet Assertion 10 on 2026 Annual Governance Return – there was a short discussion during which Councillors agreed that all necessary actions should be taken. <b>ACTION:</b> Clerk to pursue.</p>
13.10.15	<p><b>Finance Matters – APPENDIX A</b></p> <p><b>13.15.11.1</b> Council approved the accounts for payment and note accounts paid since 8<sup>th</sup> Sept 2025</p> <p><b>13.15.11.2</b> Council noted the bank balance and cash book at the end of Sept 2025</p> <p><b>13.15.11.3</b> Councillors noted the quarterly finance report</p>
13.10.16	<p><b>Councillor's reports and items for future agenda:</b></p> <ul style="list-style-type: none"> <li>• Cllr Atkinson has booked the Alvanley Arms for 18 diners on Monday 8<sup>th</sup> December, immediately after the Parish Council meeting at Cotebrook Village Hall. All Councillors are asked to confirm with either Cllr Atkinson or the Clerk if they will be attending and if they are bringing a guest.</li> </ul>
13.10.17	<p><b>Date of next meeting: Monday 10<sup>th</sup> November at 7pm at Rose Farm Coffee House</b></p>

**CLERK'S REPORT 10<sup>th</sup> OCTOBER 2025**

**1. ACCOUNTS FOR APPROVAL**

NAME	DETAILS	VAT	TOTAL £
Kathryn Lloyd	Clerk's salary October 2025		434.40
Home Bargains	4 plastic boxes /lids for storage unit		32
James Newman	Grounds Maintenance		450
Chelma Graphics	Design of Grant flyer		36
PKF Littlejohn	External audit fee		252
Boston Seeds	Daffodil & bluebell bulbs	17.17	102.99

**2. Cashbook Reconciliation**

Bank Reconciliation at 1st October 2025			JUBILEE/CORONATION FUND		
Cash Book	Balance b/fwd	£18,197.52	Cash Book	Balance b/fwd	£7,968.20
Plus	Receipts	£8,876.05	Plus	Receipts	£8,402.09
Less	Payments	£10,632.78	Less	Payments	£4,959.68
		<b>£14,240.79</b>			<b>£9,410.61</b>
Bank	Current a/c	£0.00			
	Deposit a/c	£14,240.79			
Less unrepresented cheques		<b>£14,240.79</b>			

**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 Sept 2025 is £4,830.18, almost exactly the same as this time last year.
- A VAT refund request of £1889.39 has been submitted to HMRC – payment is usually within six weeks.
- Christmas meal – to take place on Monday 8<sup>th</sup> December after a short Parish Council meeting at the Alvanley Arms, partners are welcome.

**QUARTERLY SUMMARY ACCOUNTS AT END OF QUARTER TWO**

Expenditure	Budget	Spent	Remaining £	Remaining %
Council costs*	£ 4,484.00	£ 2,428.40	£ 2,055.60	46%
Telephone	£ 100.00	£ 51.00	£ 49.00	49%
Insurance	£ 653.00	£ 665.27	-£ 12.27	-2%
Subscriptions	£ 346.00	£ 363.93	-£ 17.93	-5%
Newletter	£ 1,000.00	£ -	£ 1,000.00	100%
Audit fee	£ 653.00	£ 486.00	£ 167.00	26%
Memorial	£ 1,000.00	£ 100.70	£ 899.30	90%
Cotebrook Green	£ 2,500.00	£ 1,354.40	£ 1,145.60	46%
High Billinge	£ 1,500.00	£ 470.00	£ 1,030.00	69%
The Quarry	£ 350.00	£ 350.00	£ -	0%
Website/IT	£ 125.00	£ 84.99	£ 40.01	32%
Grants	£ 500.00	£ 317.04	£ 182.96	37%
Village Hall Hire	£ 260.00	£ 44.25	£ 215.75	83%
Defib	£ 250.00	£ -	£ 250.00	100%
Events	£ 500.00	£ 242.32	£ 257.68	52%
Contingency	£ 1,000.00	£ -	£ 1,000.00	100%
Projects	£ 3,374.00	£ 1,178.00	£ 2,196.00	65%
Reserves	£ 5,000.00	£ -	£ 5,000.00	100%
	£ -	£ -	£ -	
	£ -	£ -	£ -	
	£ -	£ -	£ -	
	£ -	£ -	£ -	
<b>Total Expenditure</b>	<b>£ 23,595.00</b>	<b>£ 8,136.30</b>	<b>£ 15,458.70</b>	<b>65%</b>

## APPENDIX B

### Notes relating to the proposed development at Monarchy Hall, on Tirley Lane, Utkinton. – Francis Tunney 13 October 2025

I have absolutely no objection to Mr & Mrs Norris building a single dwelling on what was an existing tennis court, but what I do object to are these paragraphs by their planning consultant which form a key element of the application.

#### **25 03132 PIP-PLANNING STATEMENT-4746056 Monarchy Hall**

4.5 In response to 115a, the vision for the site is rural development of a single self-build house. The Framework emphasises that development in one village may support services in a village nearby (para 83). Sustainable transport methods are readily available at this site, at a level that is catered for within paragraphs 110, together with the other policies of the Framework.

***Simply erroneous there are no sustainable transport methods available in the village of Utkinton or the Parish of Utkinton and Cotebrook.***

4.26 The primary school is now closed (as of 2024) though there is local pressure to have the school re-opened or put to another alternative community facility. There is also known interest in it being used for a children's nursery. Notwithstanding its closure it is core to Utkinton village as a site to offer a public service.

***As far as can be seen there does not appear to be "local pressure", there is concern, however, as to the intention of the Diocese related to the school's, future, and, in particular the future of the school playing field on the south side of Quarry Bank.***

4.37 The route from the site to Utkinton is via Tirley Lane. Tirley Lane is extremely lightly trafficked by vehicular traffic because it is not one of the primary routes in and out of the village toward other settlements of main highways as shown below. For that reason Tirley Lane is used predominantly by pedestrians.

***This perception seems, as one who lives on Tirley Lane, to be just that, a perception. Traffic, particularly in the morning and early evening is significantly greater than any pedestrian footfall.***

4.37 Within Utkinton are the following:

Village hall

Shop (Rose Farm Shop)

Business centre, at Rose Farm Post office, at Rose Farm

Amazon counter, at Rose Farm UPS Access Point, at Rose Farm Coffee House, at Rose Farm

Flexible bus and car service

***This last point is totally inaccurate, Utkinton and Cotebrook do not have access to this service***

4.39 Utkinton benefits from the Shuttle 3 Community Bus Service<sup>5</sup> between Utkinton, Chester and Cheshire Oaks (large shopping outlet village). This service is Tuesdays and Thursdays. In addition, on Mondays, Wednesdays and Fridays there is the Tarporley Area Community Car Service, bookable by appointments.

***This was discontinued towards the Autumn of 2024 /Spring 2025 due to a lack of useage.***

DRAFT