

**UTKINTON AND COTEBROOK PARISH
COUNCIL MEETING
Cotebrook Village Hall on
Tuesday 10th September 2024 at 7pm**



MINUTES

10.09.01	<p>Public Open Forum: Members of the public were invited to speak and the following issues were raised:</p> <ul style="list-style-type: none"> • Why are road closures approved when the council is aware of bin collections taking place? <p><i>CWaC Ward Cllr Hardy took note and agreed to feedback to CWaC</i></p> <ul style="list-style-type: none"> • There were concerns raised about the proposed changes to the Cheshire West local recycling centres and a discussion took place. • Concerns were raised about the neglected state of the Northgate Steps and a resident commented that a local contractor had quoted for the work but not employed. <p><i>Chair noted that item 10.09.07.04 addressed this matter.</i></p> <ul style="list-style-type: none"> • Resident commented that signs warning that horses were using the roads were a waste of time.
10.09.02	<p>Present: Cllr Marian Atkinson, Cllr Matthew Grant, Cllr Andrew Needham (left at 19.16), Cllr Graham Spencer (Chair), Cllr Graham Stewart, Cllr Caroline Stubbs, Apologies: Cllr Tony Dahill, Cllr Sami Kastenieni, Cllr Ed Stubbs In attendance: Kath Lloyd, Clerk and CWaC Ward Cllr Charles Hardy</p> <p>At this point, the Chair reported that the Clerk had received an email from Cllr Dahill, resigning from his role as a parish councillor. The Clerk will inform CWaC and the process of co-option to the vacancy will take place in due course.</p>
10.09.03	<p>Declarations of Interest: There were no declarations of new interest.</p> <p>At this point the Chair asked Council to accept the revised agenda in their packs which included Item 10.09.08 Jubilee Funding Group which had been omitted when the agenda had been published. Resolved: additional item accepted.</p>
10.09.04	<p>Minutes of Parish Council meeting of 8th July 2024: Council approved the minutes of the previous council meeting as accurate, proposed by Cllr Grant, seconded by Cllr Stewart. Minutes were signed by the Chair.</p>
10.09.05	<p>Cheshire West & Chester Council Matters: Cllr Hardy reported that he is still trying to arrange a meeting with CWaC Highways Officers and local parish councils and will let the Clerk know as soon as a date has been agreed. There was a lengthy discussion about the changes to the recycling centres and clarity was sought on how the changes would be implemented, could someone from CWaC attend a parish council meeting and explain the details? RESOLVED: Cllr Hardy will try to find out more and report back. Cllr Hardy also reminded Council that the Members Budget was still open and that he had had very few applications.</p>
10.09.06	<p>Planning Applications: 10.09.06.1 Council noted the following application received and agreed a response:</p>

Ref No	Site Address	Proposal	Response
24/02246/FUL	Lilac Cottage	Erection of an outbuilding to create annexe accommodation for family	No comment
10.09.06.2 There were no decisions received			
10.09.07	<p>Work Programme: Council received updates on the following:</p> <p>10.09.07.01 Gateway signs – installed and project complete. Councillors will investigate the cost of planters for some of the signs and plan to plant spring bulbs at all of them for this year. Details to be brought to next meeting.</p> <p>10.09.07.04 Northgate Steps – these neglected steps remain the property and responsibility of CWaC and would need clearing and making safe before the parish council could consider adopting them. The Chair clarified that the contractor's quote was not too high (see Item 10.09.01) but that the quote was requested to give the council an approximate cost for the future, after it had been cleared by CWaC. It was asked if it was possible for the parish council to erect a warning sign for pedestrians. RESOLVED: the Clerk will investigate and report back.</p> <p>10.09.07.05 Work at Cotebrook Community Orchard – it was reported that the lower end of the orchard was very wet and that it all needs tidying up so that it can be planted and made more attractive. RESOLVED: Cllrs Spencer and Stubbs will arrange a site visit and report back.</p> <p>10.09.07.06 Bus stops - the Cotebrook bus stop is still waiting for a new roof, Cllr Spencer will contact the contractor. Large cork boards have been purchased and are with Cllr Grant and will be fixed to the rear walls of the bus stops for community use.</p> <p>10.09.07.07 Speed monitoring – Clerk to action shared training with neighbouring parish councils.</p>		
10.09.08	<p>Jubilee Funding Group: Cllr Atkinson gave a verbal overview of the recent meetings and the recommendations for grant funding from the group:</p> <ul style="list-style-type: none"> i. The Done Room, Tarporley for £500 ii. Cotebrook Orchestra for £440 iii. Utkinton Mother & Toddler Group for £500 <p>Cllr Grant proposed that the Council approve the recommendations, seconded by Cllr Stubbs, motion carried.</p>		
10.09.09	<p>Community initiatives: Cllr Stubbs suggested the following initiatives and a discussion took place with all councillors being broadly in favour of the ideas.</p> <p>10.09.08.1 The funding and installation of bird and bat boxes around both villages</p> <p>10.09.08.2 The introduction of an annual award for the best photograph of the area, with age categories</p> <p>10.09.08.3 The creation of a village calendar using photographs from competition</p> <p>RESOLVED: Cllr Stubbs will report to the next council meeting with a costed plan.</p>		
10.09.10	<p>Traffic Calming Measures: addressed during items 10.09.01 and 10.09.07.07</p>		
10.09.11	<p>Utkinton St Pauls' Primary School: Cllr Grant gave a verbal regarding the closure of the primary school and reported that the future of the building is still undecided, the defibrillator will have been re-located at another school within the Academy Trust and that the council have agreed to store some of the archive materials from the school. RESOLVED: that the Clerk should buy two large storage boxes for the purpose of the school archive.</p>		
10.09.12	<p>Remembrance Events: Cllr Grant gave a verbal summary of the briefing paper that had been circulated to council prior to the meeting (see APPENDIX A) and councillors discussed the details specifically surrounding the public event proposed on Sunday 10th November. The Clerk was asked to register the 10th November with CWaC and that the parish council would take their advice on whether the plan was viable. Cllr Atkinson agreed to purchase 5 wreaths – St Helen's Church, St John and the Holy Cross Church, Cotebrook Village Hall, Utkinton Village Hall and one for the War Memorial at a cost of no more than £150. The Clerk was asked to order wooden crosses and have them etched with relevant names at a cost of no more than £100.</p>		

	Proposed by Cllr Grant and seconded by Cllr Stewart, motion carried.
10.09.13	<p>Finance Matters</p> <p>10.09.12.1 Council approved the accounts for payment and noted accounts paid since 8th July 2024</p> <p>10.09.12.2 Council noted the Clerk's Report including the bank balance and cash book at the end of August 2024</p> <p>10.09.12.3 Councillors considered a grant application for the maintenance of the churchyard to St John and the Holy Cross of £250. Proposed by Cllr Grant, seconded by Cllr Stubbs, motion carried. Cllr Stewart asked the Clerk to confirm when the Parish Council had ceased allocating an annual grant without an application from the Church.</p>
10.09.14	Parish Times: Cllr Grant asked Council to note that the next edition of the Parish Times is being prepared and asked for items for inclusion. Councillors agreed to provisionally approve the cost of printing based on last quarter's costs.
10.09.15	Christmas meal: Councillors agreed that the Council meeting on Tuesday 10 th December will start at 7pm and that Councillors would then retire to Rose Farm Coffee House at 8pm for their Christmas meal. Cllr Atkinson would book the date with Yanna at the Coffee House.
10.09.16	<p>Councillor's reports and items for future agenda:</p> <ol style="list-style-type: none"> 1. Cllr Stewart asked for confirmation of the funds still ring fenced for maintenance of the Shrine/War Memorial from the fund raising in 2018. Clerk will confirm. 2. Cllr Stewart asked if the Council contractor could cut parts of the hedge along John Street which have been missed by the farmer. Clerk will report back. 3. Cllr Stewart noted that some documents on the website were unavailable – Clerk to update. The Clerk was also asked to put the Jubilee Funding Group Terms of Reference on the website. 4. Cllr Atkinson reported that despite several reports, the road signs on the A41 at the end of Stable Lane and Oulton Mill Lane were still broken. The Clerk will re-send the report from cllr Atkinson and Cllr Spencer to CWaC Ward Cllr Hardy.
10.09.17	Date of future meetings

APPENDIX A

Utkinton and Cotebrook Remembers Update: September 10 2024

Saturday November 9th The Coffee House Rose Farm Utkinton

As previously agreed the Council will run a fundraising event at The Coffee House at Rose Farm from 10.am through to 12 noon. This will be very much a repeat of last year's successful event. However given that it does not coincide with the National Armistice Day events there will not be a two minutes silence at 11.00am. The Chair will liaise with the organisers and keep the Council updated on the final arrangements.

Sunday November 10th St Helen's Church Tarpорley

As previously agreed The Chair of the Parish Council will alongside other local Parish Council's representatives take part in the Royal British Legion parade and service at St Helen's Church. Councillors Caroline Stubbs and Grant will coordinate the event and keep the Council updated.

Sunday November 10th Utkinton

Following a meeting of the working group of Councillors Graham Stewart, Sami Kastenieni and Matthew Grant and resident Frank Tunney held on 8th July the group recommends the following to the Parish Council for its consideration:

Based on an anticipated attendance of up to 40 people that an event be held at the Utkinton shrine/war memorial with no road closure required.

That people gather from 10.45 with the event commencing at 10.50. Standing areas would be on the pavement with an overspill in the garden of the former Chapel (Mr Mulvey's).

Two marshals would be required to ensure safe crossing of Utkinton Road and to ensure the road is kept clear at all times.

In the event of inclement weather Utkinton Village Hall would be used as a backup, with any decision to switch venue being made by 10.am by the nominated Council representatives.

Frank Tunney offered to lead the event, though other options could be considered.

Utkinton Village Hall could be used for light refreshments after the event.

The Council would be asked to cover the cost of the hire of the Village Hall, the purchase of a wreath and of the wooden crosses to be left at the shrine/memorial.

Frank would provide a PA system and he has the contact details of a bugler.

It was suggested that the Royal British Legion be invited to send a representative.

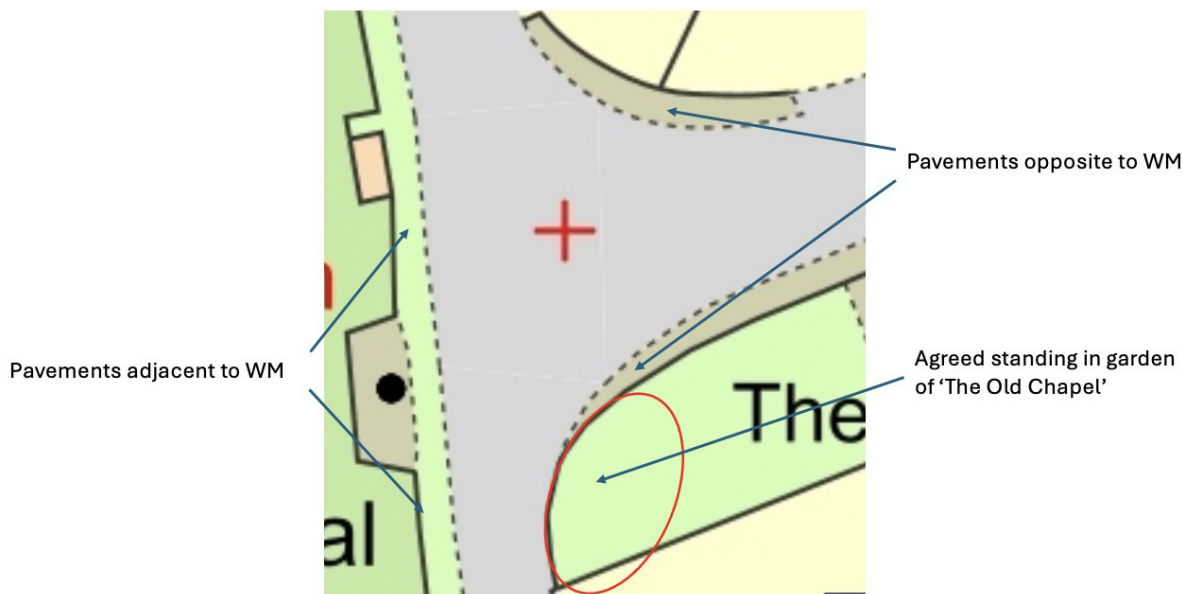
Given the closure of the primary school it was suggested that Tarporley Primary and Secondary Schools be asked to nominate local young people to take part in the event, with consideration being given to seeking volunteers via social media and our website.

Representatives from the Parish Council would be sought at a later date but both Councillors Stewart and Kastenieniemi said it was their intention to attend.

It was noted that the Willington Troop of horses are expected in Willington but will walk past the Shrine/War Memorial at about 11.35.

If the Council agree to this format the Clerk would be asked to:

- Confirm the booking of Utkinton Village Hall (Frank has already made a provisional booking)
- Confirm the availability of the former chapel garden
- Secure the services of the bugler
- Complete the relevant form for Cheshire West and Chester Council
- Write to local schools and place notices to get youth participation
- Purchase wreaths and crosses
- Confirm arrangements with Mr Mulvey



**Monday 11th
November
St John and
The Holy
Cross
Cotebrook**
The Chair is currently in consultation with the Revd Jim Bridgman about the option to hold a short ceremony at the Church to coincide with the national events being held on Armistice

Day. Plans will be confirmed in time for any joint publicity across the parish.

Action Points

The Council is asked to approve:

- The plans for the event at the Shrine/Memorial being held on Sunday 10th November.
- The costs associated with the hire of The Coffee House (After Hours area) on Saturday 9th November and Utkinton Village Hall for 10th November.
- The costs associated with the purchase of wreaths and crosses for Utkinton and the wreath for St John and The Holy Cross.
- The costs associated with the production of publicity notices covering all of the above events.

DRAFT