

UTKINTON AND COTEBROOK PARISH COUNCIL MEETING

Monday 8th September 2025



MINUTES

08.09.01	<p>United Utilities: Emma Birch, Damian Hackett and George Finnigan from United Utilities attended to give an update on the large green water tank in Utkinton. There has been work taking place over the summer with a small number of residents and there has been an acceptance that although the installation and size of the tank was not desired, the focus needs to be on how the impact of it is minimised. There are plans in place to paint the interior of the tank which is visible from some homes and is bright white at the moment, discussions are taking place with the contractors to ensure that there is no contamination from the paint and then it will be painted a more appropriate colour.</p> <p>United Utilities have been unable to purchase the additional land that was discussed at the Parish Council meeting in June but will be starting the landscaping as per the plans shared in June (see Appendix A). There will be discussions with the landowners for permission to plant on the land without ownership. Existing hedges around the tank will be allowed to grow taller to help to shield the view. The project is due to end at the end of October and the landscaping will take place in Nov/December.</p> <p>There were a number of questions that the UU team were able to answer and individual issues will be followed up as soon as possible.</p> <p>The Chairman thanked the team from United Utilities for attending the meeting and sharing very useful information.</p>
08.09.02	<p>Public Open Forum: There were 6 residents present and the following issues were raised –</p> <p>Q: Can the parish council do anything about the overhanging trees and overgrown hedges on Tirley Lane and Higher Billinge? A: The Clerk will report both issues to CWaC</p> <p>Q: There are also overgrown hedges on the junction of the A49 Utkinton lane/Oulton Mill Lane A: The Clerk will report to CWaC</p>
08.09.03	<p>Present: Cllr Marian Atkinson, Cllr Matthew Grant, Cllr Andrew Needham, Cllr Graham Spencer (Chair), Cllr Caroline Stubbs, Cllr Ed Stubbs</p> <p>Apologies: Cllr Sami Kastenieni and Cllr Stephen Moore</p> <p>In attendance: Kath Lloyd, Clerk and CWaC Ward Cllr Charles Hardy (arrived at 8pm*)</p> <p>At this point, the Chairman announced that Cllr Graham Stewart had written to give his resignation as a parish councillor. Cllr Stewart is the longest serving member of the council and will be sorely missed. The Clerk was asked to write to Cllr Stewart expressing the Council's thanks and good wishes for the future.</p>
08.09.04	<p>Declarations of Interest: There were no declarations of new interest.</p>
08.09.05	<p>Minutes of Parish Council meeting of 14th July 2025: The minutes of the 14th July 2025 were approved as accurate, proposed by Cllr Grant, seconded by Cllr Atkinson and signed by the Chairman.</p>
08.09.06	<p>Cheshire West & Chester Council Matters: Councillors agree to defer until Cllr Hardy arrived.</p>
08.09.07	<p>Cotebrook Flooding Risk: to receive an update on the flooding risk at Cotebrook – deferred until Cllr Hardy arrived.</p>

<p>08.09.08</p>	<p>Planning Applications: 08.09.08.1 Councillors noted applications received which had been circulated when first notified and agreed that no response was necessary to the following applications as the Council had no objections.</p> <table border="1" data-bbox="258 318 1340 721"> <thead> <tr> <th data-bbox="258 318 483 349">Ref No</th> <th data-bbox="483 318 699 349">Site Address</th> <th data-bbox="699 318 1145 349">Proposal</th> <th data-bbox="1145 318 1340 349">Response</th> </tr> </thead> <tbody> <tr> <td data-bbox="258 349 483 533">25/02033/FUL</td> <td data-bbox="483 349 699 533">Yew Tree Cottage</td> <td data-bbox="699 349 1145 533">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 data-bbox="1145 349 1340 533">No objection</td> </tr> <tr> <td data-bbox="258 533 483 721">25/02218/FUL</td> <td data-bbox="483 533 699 721">9 The Crescent</td> <td data-bbox="699 533 1145 721">First floor side extension, and two storey and single storey rear extensions. Alterations including raised front terrace area and front Juliet balconies.</td> <td data-bbox="1145 533 1340 721">No objection</td> </tr> </tbody> </table> <p>08.09.08.2 There were no decisions received</p>	Ref No	Site Address	Proposal	Response	25/02033/FUL	Yew Tree Cottage	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 objection	25/02218/FUL	9 The Crescent	First floor side extension, and two storey and single storey rear extensions. Alterations including raised front terrace area and front Juliet balconies.	No objection
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<p>08.09.09</p>	<p>Cheshire Sandstone Ridge AONB Update: In June 2025, it was announced that Cheshire Sandstone Ridge was to be considered for status as Area of Outstanding Natural Beauty/National Landscape. Cllr Needham reported that the submission is currently paused by Government due to funding issues and it is uncertain when it may resume. Cllr Needham will keep the Parish Council updated.</p>												
<p>08.09.10</p>	<p>Work Programme: Councillors received updates on the following:</p> <p>08.09.10.1 Big Community Festival final figures – the event in June at Tirley Garth made a surplus of £6120.90 after costs and each community group (including the Parish Council through the Jubilee Fund), has received £1239. More details are in the Clerk’s Report (Appendix B).</p> <p>08.09.10.2 Grit Bins update – grit bins have arrived and are in storage while the Clerk orders the grit to go in them. They will then be installed as planned.</p> <p>08.09.10.3 Neighbourhood Plan Review Group – first meeting has taken place, more details to follow.</p> <p>08.09.10.4 Cotebrook telephone box – refurbishment complete and inside and outside of box looks splendid. Clerk to write to volunteer to thank him for all his hard work.</p> <p>08.09.10.5 Wildlife Project – new flyers created, Cllr C. Stubbs asked if James Newman could check the owl boxes to see if there are any signs of nests.</p>												
<p>08.09.11</p>	<p>Remembrance Weekend Events: Cllr Grant confirmed that the annual fundraising event will take place on Tuesday 11th November at Rose Farm Coffee Shop and will incorporate the two minutes silence at 11am.</p> <p>The Remembrance Service on Sunday 9th November is being led by Francis Tunney, supported by Graham Stewart and Cllr Kastenieniemi. The Parish Council will pay for the hire of the Village Hall and up to £50 towards refreshments for residents attending. The Clerk will ensure that the Risk Assessment is updated and that CWaC are informed of the event. The 1000 knitted poppies which were funded by the parish council and knitted by volunteers with the WI are almost ready and will be a striking addition to the event.</p> <p>The Council agreed that the Clerk should order new poppy wreaths and large lamp post poppies as needed and the wooden crosses as last year with names engraved on them. It was also suggested that the Clerk could contact the local BBC to be a place on the weather map.</p>												
<p>08.09.06</p>	<p>*Cllr Hardy joined the meeting at this point:</p>												

	<p>Cheshire West & Chester Council Matters: Cllr Hardy apologies for being late but other parish councils also meet on a Monday, he updated on the following –</p> <ul style="list-style-type: none"> • Cllr Hardy has been personally trying to keep the grass verges tidy after the CWaC contractor cut them • Cllr Atkinson asked if Cllr Hardy could report the lack of white lines on the A49/Oulton Mill lane/Utkinton Lane crossroads and the overgrown hedge on the corner of Utkinton Lane which blocks drivers' views of the road. <p>The Clerk will follow up with Jamie Baron re: the Community Scheme for small works.</p> <ul style="list-style-type: none"> • Cllr Needham asked if there was any news on the devolution plans – Cllr Hardy responded that there was a full CWaC Council meeting about it on 9th Sept and he will feedback at the next parish council meeting.
08.09.07	<p>Cotebrook Flooding Risk: Cllr Hardy is following up with CWaC Officers and has promised a public meeting with residents.</p>
08.09.12	<p>Finance Matters</p> <p>08.09.12.1 Council approved the accounts for payment and note accounts paid since 14th July 25</p> <p>08.09.12.2 Council noted the bank balance and cash book at the end of August 2025</p> <p>08.09.12.3 Council noted the return of the external audit report and the Chair thanked the Clerk for her work to ensure that the audit was completed in a timely and accurate manner.</p> <p>08.09.12.4 Council noted the National Pay Award as notified by CHaLC of 3.20% per annum from 1st April 2025 to 31st March 2026</p>
08.09.13	<p>Councillor's reports and items for future agenda:</p> <ol style="list-style-type: none"> 1. Cllr Atkinson asked if she should replace the bedding plants in the planter at Cotebrook bus stop. Councillors were grateful for her efforts and happy for her to replace the plants for the season. 2. Calendar for 2026 – Cllr C. Stubbs noted that photos for the calendar are needed and quotes for the costs. The Clerk will seek quotes.
08.09.14	<p>Date of next meeting: Monday 13th October at 7pm at Cotebrook Village Hall, Stable Lane, Cotebrook CW6 0JJ</p>

APPENDIX A - United Utilities Landscaping Plan



APPENDIX B

CLERK'S REPORT 8th SEPTEMBER 2025

1. ACCOUNTS FOR APPROVAL (Blue shaded are from Community Events Fund, not from parish council precept)

NAME	DETAILS	VAT	TOTAL £
Kathryn Lloyd	Clerk's salary August & Sept 2025		808.80
Audlem Printers	Posters for Wildlife Project		70
James Newman	Grounds Maintenance		500
Chelma Graphics	10 x Neighbourhood Plans printed		170.40
Cotebrook Village Hall	Big Community Festival surplus		1,239.92
Utkinton Village Hall	Big Community Festival surplus		1,239.92
Utkinton WI	Big Community Festival surplus		1,239.92
PCC St Helens – St Johns Cotebrook	Big Community Festival surplus		1,239.92

2. Cashbook Reconciliation

Bank Reconciliation at 1st September 2025		
Cash Book	Balance b/fwd	£18,197.52
Plus	Receipts	£6,661.91
Less	Payments	£7,677.91
		£17,181.52
Bank	Current a/c	£0.00
	Deposit a/c	£17,181.52
Less unrepresented cheques		
		£17,181.52

JUBILEE/CORONATION FUND		
Bank Reconciliation at 31st July 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 Big Community Festival was well attended and raised £6,120.90 and each of the five community groups received £1,239.92. A photo book is being created and there will be a full report in the November edition of the Parish Times. The Community Group is meeting on Wed 1st October to consider ideas for 2026.
- The Wildlife & Environment Amateur Photography is ending at the end of September – Councillors are asked to promote to neighbours and other organisations.
- Christmas meal – to take place on Monday 8th December after a short Parish Council meeting at the Alvanley Arms, partners are welcome.