

BROXTON AND DISTRICT PARISH COUNCIL

25th November 2024

Commenced: 7.30 pm

Terminated: 8.25 pm

**Present: Councillor Williams (Chair)
Councillors Bell, Haughton, Shadbolt, Vaughan and Wild**

Mrs M Clough – Clerk and Responsible Financial Officer

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Borman, Henshall and Rodgers.

2. DECLARATIONS OF INTEREST

There were no declarations of interest from Members of the Parish Council

3. MINUTES

The Minutes of the proceedings of the Meeting of the Parish Council held on 30th September 2024 were approved as a correct record and signed by the Chair, subject to the following amendments:-

Minute 13(iv) and the Resolution – ‘Sand Stone’ to be replaced by ‘Grade Two Listed Milestone’.

4. PUBLIC FORUM

There were no Members of the Public in attendance.

5. NATIONAL TRUST

In the absence of a representative from the National Trust, Members clarified the reasons for the invitation to attend the meeting.

Whilst most Members wanted to speak to the National Trust to discuss general projects and how the Parish Council might be able to support any initiatives, Councillor Shadbolt wanted to speak to them specifically on matters relating to the football pitch.

RESOLVED

That Councillor Wild invites a representative from the National Trust to attend the next meeting of the Parish Council to ascertain their current initiatives in the Parish, and to establish if there is any funding that the Parish Council can offer to support these projects. (For the purpose of the Minutes, this Resolution was approved by Councillors Williams, Bell, Haughton, Vaughan and Wild. The Chair abstained from the vote.)

6. BANKING ARRANGEMENTS

RESOLVED

That in accordance with Minute 9(vii) of the last meeting, the new interest account for the Parish Council with Lloyds, which has a balance of £12,953.34, with a sum of £4,867.15 of this money is ringfenced, for CIL Projects, be noted.

7. BUDGET AND FINANCE 2024-2025

Members considered a report of the Clerk and Responsible Financial Officer on the following matters:-

(i) Applications for Financial Assistance

The Clerk reported that there were no applications for financial assistance.

(ii) Transactions

RESOLVED

That the following transactions be approved:-

Payee/Payer	Description	Receipts	Payments
Hugo Fox	Direct Debit - Invoice 8538		£11.99
HMRC	PAYE September 2024		£86.80
M Clough	September 2024 Salary		£346.62
	Transfer from Current Account to open Savings Account		£10.00
	Transfer from Current Account to Savings Account		£10,000.00
M Clough	Reimbursement for Gavel and Block		£34.49
Community Heartbeat	Defibrillator Landline Annual Rental		£72.00
Hugo Fox	Direct Debit - Invoice 9344		£11.99
Cheshire West and Chester	CIL Payment Cobweb Cottage	£2,943.34	
			£2,943.34
Simon Poole	Trees/Shrubs		£126.90
PQR Shires	Invoice		£169.80
M Clough	October Salary		£346.82
HMRC	October PAYE		£86.60
HMRC	VAT Refund	£103.22	
Royal British Legion	Wreath		£25.00
CloudNext Domain	Reimbursement to M Clough for Renewal		£19.17

(iii) Approval of Payments

RESOLVED

That the following payments be approved:-

Payee/Payer	Details	Expenditure
M Clough	Salary November (including backpay)	£449.98
HMRC	PAYE Salary November	£112.40
M Clough	Salary December	approx £347.00 /£359.64
HMRC	PAYE Salary December	approx £90.00
M Clough	Petrol Reimbursement Notices 15/07/2024 24.9 miles; 20/09/2024 24.9 miles; 14/11/2024 24.9 miles @ 0.45 p per mile	£33.61

(iv) Budget Allocation 2024-2025

RESOLVED

That the following Budget Head expenditure to 17th November 2024, be approved:-

Budget Head	Total	Budget Allocated	£ Difference
Clerk Salary	£3,066.54	£5,274.00	£2,207.46
Office Allowance	£0.00	£0.00	£0.00
General Admin	£827.31	£500.00	-£327.31
Room Hire	£200.00	£215.00	£15.00
Website Costs	£417.68	£500.00	£82.32
Microsoft Office	£0.00	£60.00	£60.00
Insurance	£499.72	£500.00	£0.28
Training	£0.00	£200.00	£200.00
S137 - Poppy Wreaths	£25.00	£100.00	£75.00
Elections	£273.35	£274.00	£0.65

A534 Interactive Signs	£0.00	£3,000.00	£3,000.00
Running Cost/Contingency	£0.00	£950.00	£950.00
Fire Engine House	£0.00	£1,000.00	£1,000.00
Grants	£0.00	£500.00	£500.00
Projects	£126.90	£1,000.00	£873.10
Projects (CIL)	£0.00	£4,867.15	£4,867.15
	£5,436.50	£14,073.00	£13,503.65

**(v) EXPLANATION OF VARIANCES
RESOLVED**

Members agreed that they would consider any virements of funds to accommodate any Budget Head variances when they discuss the Budget for 2025-2026.

**(vi) Bank Reconciliation as at 17th November 2024
RESOLVED**

That the following Bank Reconciliation as at 17th November 2024, be approved:-

<u>Bank Reconciliation 16th November 2024</u>	
BROXTON AND DISTRICT PARISH COUNCIL	
Financial year ending 31 March 2025	
Prepared by: Muna Clough, Parish Clerk & RFO	
Balance per bank statements	
Current Account (07572433) at 31st October 2024	£6,721.58
Savings Account (00674201) at 16th November 2024	£12,961.96
Less: any unpresented cheques	£44.17
Add: any unbanked cash	£103.22
Net bank balances as at 16th November 2024	
The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows	£19,742.59
<u>CASH BOOK</u>	
Opening Balance at 1st April 2024 Current Account 07572433	£14,563.97
Opening Balance Savings Account	£0.00
Add: Receipts in the year Current Account 07572433	£10,606.50
Add: [Direct] Receipts in the year Savings Account 07572433	£8.62
Less: Payments in the year Current Account 07572433	£5,436.50
Less: [Direct] Payments in the year Savings Account	£0.00
Closing balance per cash book [receipts and payments book] must equal net bank balances above	£19,742.59

(vii) BANK STATEMENTS

RESOLVED

That the Bank Statements for the Treasurers Account dated 30th September 2024 and 31st October 2024, and the Screenshot of the Balance and Transactions for the new Savings Account, as circulated with the report, be received.

8. COMMUNITY INFRASTRUCTURE LEVY MONIES

The Clerk reported that the Parish Council had received an additional sum of £2,943.34 for Cobweb Cottage. This brought the total Community Infrastructure Levy funds to £4,867.15, which must be ringfenced for Parish projects.

Members considered a report from Councillor Henshall to purchase Welcome Boards, and also a quote from Mintopia for works to refurbish the Notice Boards and the Bus Shelter.

Councillor Bell added that the Parish Council could also consider replacing some gates on footpaths, or resurfacing some footpaths.

RESOLVED

- (i) That the Clerk accepts the quote from Mintopia in the sum of £622.00 to refurbish the three Notice Boards; (For the purpose of the Minutes, this decision was unanimous)
- (ii) That the Clerk to contact the Borough Council to enquire about the need for a Street Furniture Licence for bicycle racks to be installed onto the Bus Shelter;
- (iii) That the Clerk asks Mintopia for additional information on the bicycle rack, in relation to the manner in which it is secured, and whether there is space to install a rack that stores more bicycles;
- (iv) That further consideration of the projects to be chosen for the CIL monies be deferred to the next meeting of the Parish Council.

9. LOCAL GOVERNMENT SERVICES PAY AGREEMENT 2024

RESOLVED

That the Local Government Services National Pay Agreement from 1st April 2024 to 31st March 2025, and the increase to salaries in the sum of 2.5% per annum, be noted.

10. NEIGHBOURHOOD PLAN REVIEW WORKING GROUP

RESOLVED

That in the absence of Councillor Henshall, consideration of this item be deferred to the next meeting of the Parish Council.

11. HIGHWAYS MATTERS

Councillor Henshall had circulated an update report to the Clerk which she read to the Members.

RESOLVED

That in the absence of Councillor Henshall, consideration of this item be deferred to the next meeting of the Parish Council.

12. PLANNING MATTERS

Planning Applications

Councillor Shadbolt reported on the following planning application and the Clerk confirmed that she had submitted the comments of the Parish Council to the Local Planning Authority on 7th November 2024 and had received an acknowledgement for the comments relating to the following planning application:-

Planning Application: 24/01925/FUL

Location: 1-4 The Green Harthill Lane, Harthill, Chester CH3 9LH

RESOLVED

That the report be noted, and that any planning updates be uploaded onto the Parish Council's website.

13. AREA MATTERS

- (i) **Overgrown Hedges** – the Chair reported that the hedges had now been cut;
- (ii) **Chapel Car Park** – Councillor Wild agreed to speak to the Chapel, regarding the use of the car park and the Chair agreed to speak to the Bolesworth Estate and the landlord of the Sandstone Inn.

RESOLVED

That Councillor Wild speaks to the Chapel and Councillor Williams speaks to the Bolesworth Estate and the landlord of the Sandstone Inn, regarding the possibility of the provision of parking spaces.

14. FOOTPATHS / RIGHTS OF WAY

Councillor Bell had no updates to report to the Parish Council.

15. BOLESWORTH ESTATE

Councillor Williams confirmed that there had not been a meeting, so there were no updates to report to the Parish Council.

16. DATE OF NEXT MEETING

Members noted that the date of the next meeting of the Broxton and District Parish Council would be held on Monday, 27th January 2025.

17. URGENT ITEMS

The Chair was of the opinion that the following item of business should be considered as a matter of urgency, due to time constraints.

18. VILLAGE NEWS

The Chair had contacted the Village News, and it had been agreed that the Parish Council could advertise its meeting dates in the Broxton section, free of charge.

The costs for advertising spaces were £150.00 per month for a full page or £85 per month for half a page.

RESOLVED

That the report be noted.

19. EXEMPT BUSINESS

Members resolved that the following items of business were exempt from the press and public as they contain commercially sensitive and individual information.

20. THE FIRE ENGINE HOUSE

The Clerk reported on an update received from Councillor Henshall.

Rebecca Sambrook from Sambrook Associates (Ecology Consultants) who lived locally had agreed to work for us on this matter, free of charge. She had investigated the property and had concluded that Reasonable Avoidance Measures were put in place. She could not see any significant potential roosting features, nor could she see any evidence of bats roosting. The roof was heavily cobwebbed throughout and this was not conducive to bat roosting. There were no crevices, gaps or cracks that would be suitable for bats and the only possible voids were open to the weather, since the slates were missing on one end of the roof. Ms Sambrook's conclusion suggested the building was of negligible potential and the works to the roof were only minor. An invitation to meet with her on site, had been extended to the resident, but this had been refused. Ms Sambrook would therefore work with the roofing contractor on this matter.

In the meantime, Members noted that conifers had recently been planted around the three walls of the Fire Engine House.

RESOLVED

That the update be noted.

21. FORWARD PLANNING – DRAFT BUDGET AND PRECEPT REPORT 2025-2026

Members considered a Draft Budget and Precept Report for 2025-2026 and preliminary discussions were held.

The Clerk reported that as soon as the Taxbase was received, then she would circulate another report to Members, which highlighted a number of options available and the impact on households.

RESOLVED

That this item be deferred to the next meeting of the Parish Council.