

BROXTON AND DISTRICT PARISH COUNCIL

Email: clerk@broxtonparishcouncil.org.uk
Website: <https://broxtonparishcouncil.org.uk>

13th May 2025

To the Members of Broxton and District Parish Council

Dear Councillor

You are hereby summoned to attend the **ANNUAL MEETING of the Broxton and District Parish Council**, to be held on **Tuesday, 20th May 2025 at 7.30 pm at Brown Knowl Methodist Church**, when the undermentioned business is to be transacted.

Yours faithfully

M Clough

Mrs M Clough

Parish Clerk and Responsible Financial Officer

AGENDA

1. APOLOGIES FOR ABSENCE

To receive any apologies for absence from Members of the Parish Council

2. APPOINTMENT OF CHAIR

To appoint the Chair of Broxton and District Parish Council Business for the 2025/2026 Municipal Year

3. APPOINTMENT OF DEPUTY CHAIR

To appoint the Deputy Chair of Broxton and District Parish Council Business for the 2025/2026 Municipal Year

4. DECLARATIONS OF INTEREST

To receive any declarations of interest from Members of the Parish Council

5. MINUTES

The Minutes of the proceedings of the Meeting of the Parish Council held on 24th March 2025 to be approved as a correct record and signed by the Chair of the Parish Council. Minutes attached.

6. PUBLIC FORUM

To receive any questions from Members of the Public.

7. 2024-2025 ANNUAL GOVERNANCE AND ACCOUNTING STATEMENTS

To consider and approve the following circulated documents:-

- (i) **Certificate of Exemption**
- (ii) **Section 1 - Annual Governance Statement**
- (iii) **Section 2 - Accounting Statements**

To consider and receive the following circulated documents:-

- (iv) **Internal Audit Report**
- (v) **Detailed Internal Auditor Report**

8. GOVERNANCE MATTERS

To consider and approve the following Governance documents for 2025-2026:-

- (i) **Standing Orders 2025-2026**
- (ii) **Financial Regulations 2025-2026**
- (iii) **Councillor Code of Conduct 2025-2026**
- (iv) **GDPR Policy 2025-2026**
- (v) **Retention of Documents Policy 2025-2026**

9. APPOINTMENT TO WORKING PARTIES AND INDIVIDUAL RESPONSIBILITIES

To agree the following Memberships and responsibilities:-

Broxton and District Parish Council Working Party
Neighbourhood Plan Working Group
Fire Engine House Committee – the Chair, Deputy Chair and Clerk
Parish Signage Working Group
Planning Lead
Highways Lead
Footpaths Lead

10. BUDGET AND FINANCE 2025-2026

To consider a report of the Clerk and Responsible Financial Officer. (Report circulated)

11. HIGHWAYS VOLUNTEER SCHEME

The Parish Council is asked to resolve that it signs up to this scheme with Cheshire West and Chester Council, and that Councillor Henshall is approved as the Lead Self-Help Coordinator.

12. CIL MONIES

To receive a report of Broxton and District Signage Working Party.

(i) Telephone Box Repairs

To consider a quote for repairs to the Telephone Box. Please see attached.

13. LOCAL MONUMENTS AND ITEMS OF HISTORIC OR CULTURAL INTEREST

Further to Minute 8 of the last meeting, the Parish Council to receive an update from the Broxton and District Parish Council Working Party

14. BICYCLE RACK FOR BUS SHELTER

Further to Minute 11 of the last meeting, Councillor Borman to provide an update for consideration.

15. NEIGHBOURHOOD PLAN REVIEW WORKING GROUP

Members to consider an update from Councillor Henshall, that was deferred at the last meeting, on whether there is a need to survey the local community.

16. HIGHWAYS MATTERS

- (i) Councillor Henshall to provide a general update at the meeting.
- (ii) Further to Minute 11 of the last meeting, Councillor Borman to provide an update on her enquiries to obtain a quote for consideration by the Parish Council, for privately clearing the drains at Salters Lane outside Our Cottage, and her discussions on this matter with the Borough Council about seeking approval for the works.

17. PLANNING MATTERS

Members are asked to consider responding to the Local List Supplementary Planning Document consultation <https://cheshireeast.oc2.uk/document/1>

Planning Applications

Councillor Shadbolt to report and update on the following planning matters relating to the Parish Council. [Monthly List \(cheshirewestandchester.gov.uk\)](http://cheshirewestandchester.gov.uk)

- **No Comments Submitted**

(i) **25/01015/HED** - Junction of Bolesworth Hill Road and The A534 Nantwich Road Broxton Chester

Removal of hedge along boundary of the field to improve Highways visibility

(ii) **25/00769/LDC** - Withy Bank Old Coach Road Broxton Chester CH3 9JL

Lawful commencement of development for conversion of a steel portal framed barn into a three bedroomed residential dwelling with associated curtilage as approved under planning permission 23/00295/FUL by completing site preparation works for drainage.

(iii) **25/00971/FUL** - Barra Cottage Hill Lane Brown Knowl Broxton Chester CH3 9HT

Single storey rear / side extension

- **Decided Planning Application**

(iv) **24/03661/FUL** - Cherry Tree Cottage Broomhill Lane Broxton Chester CH3 9LB

Single storey front porch and rear extensions, new side window to West Gable, new side gate/fences and replacement oil tank

Decision: Approved

Decision Issued Date: Thur 27 Mar 2025

18. FOOTPATHS / RIGHTS OF WAY

Councillor Bell to report and update the Parish Council.

19. BOLESWORTH MEETING

Councillor Borman to update.

20. DATE OF NEXT MEETING

To note that the dates for the meetings of the Parish Council for 2025-2026 are:-

Monday, 28th July 2025 at 7.30 pm

Monday, 22nd September 2025 at 7.30 pm

Monday, 24th November 2025 at 7.30 pm

Monday, 26th January 2026 at 7.30 pm

Monday, 23rd March 2026 at 7.30 pm

Monday, 18th May 2026

- Annual Parish Meeting at 7.00 pm
- Annual Meeting of the Parish Council at 7.30 pm

21. URGENT ITEMS

To consider any other items which the Chair of Council Business (or other person presiding) is of the opinion shall be considered as a matter of urgency.

22. EXEMPT BUSINESS

Members are asked to resolve that the following item of business shall be exempt from the press and public as it contains commercially sensitive information.

23. THE FIRE ENGINE HOUSE

Councillor Henshall to present an update on this matter.