

BROXTON AND DISTRICT PARISH COUNCIL

26th January 2026

Commenced: 7.30 pm

Terminated: 8.55 pm

Present: Councillors Henshall (Chair),
Councillors Rogers, Shadbolt, Vaughan and Wild.

There were three members of the public in attendance.

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Borman and Councillor Mike Jones, Borough Councillor.

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 24th November 2025 were approved as a correct record and signed by the Chair.

4. PUBLIC FORUM

The Parish Council received a presentation from a younger resident, accompanied by her parents, on proposals to develop the Green near Sherrington Lane, for the community. Suggestions included a reading hut, storage area, picnic table, planter for children to plant. The Chair agreed that further consideration would be given to these suggestions in the future.

5. BUDGET AND FINANCE 2025-2026

The Parish Council considered a report of the Clerk and Responsible Financial Officer on the following matters:-

(i) Transactions

RESOLVED

That the following transactions be approved:-

Payee/Payer	Details	Income	Expenditure
	Interest	£6.98	
Lloyds Bank	Service Charge		£4.25
HugoFox	Invoice 20470		£11.99
Robert Mileto	Ecologist Survey		£200.00
HMRC	November PAYE		£92.80
HMRC	November NI		£7.06
M Clough	November Salary		£371.30
	Interest	£9.53	
Lloyds Bank	Service Charge		£4.25
HugoFox	Invoice 21524		£11.99
HMRC	December PAYE		£92.80
HMRC	December NI		£7.06
M Clough	December Salary		£371.30
	Interest	£10.19	

(ii) Approval of Payments

RESOLVED

That the following payments be approved:-

Payee/Payer	Details	Expenditure
M Clough	Salary January	£371.10
HMRC	PAYE/NI January	£100.06
M Clough	Salary February	Approx. £371.10
HMRC	PAYE/NI February	Approx. £100.06

(iii) BUDGET HEAD EXPENDITURE 2025-2026

RESOLVED

That the following Budget Head expenditure to 16th January 2026, be approved:-

Budget Head	Total	Budget Allocated	£ Difference
Clerk Salary	£4,176.90	£5,450.00	£1,273.10
National Insurance	£63.56	£70.00	£6.44
General Admin	£0.00	£100.00	£100.00
Payroll Provider	£253.20	£340.00	£86.80
Internal Auditor	£136.50	£150.00	£13.50
Subscriptions	£154.47	£175.00	£20.53
Information Commissioner	£47.00	£35.00	-£12.00
Petrol Expenses	£44.82	£70.00	£25.18
Room Hire	£180.00	£245.00	£65.00
Website Costs	£107.91	£120.00	£12.09
Email Costs	£59.98	£120.00	£60.02
Microsoft Office	£0.00	£60.00	£60.00
Insurance	£484.83	£575.00	£90.17
Training	£0.00	£105.00	£105.00
Poppy Wreaths	£20.00	£30.00	£10.00
Elections	£0.00	£275.00	£275.00
Defibrillator Maintenance	£0.00	£150.00	£150.00
Planting	£0.00	£100.00	£100.00
Fire Engine House	£200.00	£1,000.00	£800.00
Grants	£500.00	£500.00	£0.00
Other Projects	£872.40	£1,000.00	£127.60
Projects (CIL)	£2,796.98	£11,791.09	£8,994.11
Balances Excluding CIL Income and Expenditure	£7,301.57	£10,670.00	£3,368.43
Balances Including CIL Income and Expenditure	£10,098.55	£22,461.09	£12,362.54

(iv) CIL Money Income and Expenditure

RESOLVED

That the following CIL income and expenditure to date, be noted:-

(a) Income

CIL Monies received in 2023-2024 = £1,923.81

CIL Monies received in 2024-2025 = £2,943.34

CIL Monies received in 2025-2026 = £6,923.94

(b) Expenditure

Mintopia	Notice Board Refurbishment	£622.36
Mintopia	Brown Knowl Bench Refurbishment	£1113.50
Barriers Direct	Bicycle Racks	£253.86
Mintopia	Bus Shelter Refurbishment	£521.44
Mintopia	Duckington Bench Refurbishment	£145.00
Unicorn Restorations	Telephone Box restoration parts	£1,140.82

(v) Explanation of Variances

The Clerk reported that there were no virement requests at this meeting.

(vi) Bank Reconciliation as at 16th January 2026**RESOLVED**

That the following Bank Reconciliation as at 16th January 2026, be approved:-

Bank Reconciliation 16th January 2026	
BROXTON AND DISTRICT PARISH COUNCIL	
Financial year ending 31 March 2026	
Prepared by: Muna Clough, Parish Clerk & RFO	
Balance per bank statements	
Current Account (07572433) at 31st December 2025	£1,919.46
Savings Account (00674201) at 16th January 2026	£20,012.59
Less: any unpresented cheques	
Add: any unbanked cash	
Net bank balances as at 16th January 2026	
The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows	£21,932.05
CASH BOOK	
Opening Balance at 1st April 2025 Current Account 07572433	£3,657.94
Opening Balance Savings Account	£13,004.27
Add: Receipts in the year Current Account 07572433	£15,284.01
Add: [Direct] Receipts in the year Savings Account 07572433	£84.38
Less: Payments in the year Current Account 07572433	£10,098.55
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	£21,932.05

(vi) Bank Statements**RESOLVED**

That the following Bank Statements/Screenshot, as detailed in the Report, be approved.

- **Current Account**
30th November 2025
31st December 2025
- **Savings Account – Screenshot (Statement unavailable)**

6. BUDGET AND PRECEPT 2026-2027

The Parish Council considered a Report of the Parish Clerk and Responsible Financial Officer on the proposed Budget and associated Precept for 2026-2027.

Broxton and District Parish Council's tax base for 2026/27 was 259.3 and the Parish Council considered a number of options so that it could agree a most appropriate Precept request.

In making a decision on the Precept, the Parish Council first approved its Budget in the sum of £11,065.00 (which was £365.00 higher than the current year's Budget), and Members agreed that £2,000 for the 2026-2027 Budget should be taken from the Parish Council's reserves, in order to minimise the increase to the Precept, on residents.

RESOLVED

- That the Parish Council's Budget for 2026-2027, as Appended to these Minutes, be approved;**
- That the Precept request, in the sum of £9,065.00 for 2026-2027, be approved. (For the purpose of the Minutes, this decision was unanimous).**

7. GOVERNANCE MATTERS

RESOLVED

That the Risk Assessment for 2025-2026, as circulated with the Agenda, be approved.

8. PLANNING MATTERS

The Clerk reported on the following planning appeal.

Site Address: Sherrington House Sherrington Lane Broxton Chester CH3 9JU

Description of development: Replacement outbuilding.

Planning or Enforcement ref: 25/02083/FUL

Planning Inspector ref: 6002504

Appeal reference: 26/00002/REF

Appeal start date: 16 December 2025

Comment before: 29 January 2025

Decision of Parish Council – No comments were submitted.

RESOLVED

That the report be noted.

9. HIGHWAYS MATTERS

In the absence of Councillor Borman, Councillor Henshall reported on the following highways matters:-

- Village sign project – the hamlet signs, once approved by the Borough Council, would be installed in the centre of each hamlet and would be in the same style as Broughton Parish Council. The Chair agreed to write to Broughton Parish Council to obtain details of their signs.
- A534 motion detector sign – a supplier had quoted £4,000.00 for an interactive sign solar powered warning sign and £2,500.00 for its installation.
- A534 missing signs would be replaced, in due course, by the Borough Council.
- A41 – the Chair would contact the Borough Council to obtain a quote to replace the old and faded signs for the three parishes Duckington, Harthill and Broxton.
- A534 signage – the Chair would enquire with the Borough Council the possibility of installing Broxton signs on existing posts.

- (vi) A534 road condition – the delamination of the road on an area of the A534 would be patched, in due course.
- (vii) Repurposing the Parish Council's existing Notice Boards as Community Notice Boards.
- (viii) Relocation of post box – the Clerk agreed to forward an email address for the Borough Council, to Councillor Shadbolt, to enable her to make enquiries.
- (ix) Utilising the Sandstone Trail sign at Sandstone pub. Councillor Shadbolt wished to submit suggestions for the Sandstone car park, to the next meeting.
- (x) Boundary stones/markers.

RESOLVED

That following confirmation to the Chair, from Cheshire West and Chester Highways Department, that this deterrent will be the most effective, the purchase and installation of an interactive solar powered sign, warning of an impending hazard of a staggered junction, be approved, within a Budget of £7,000 + VAT.

10. BOLESWORTH MEETING

There were no updates for this meeting.

11. PUBLIC RIGHTS OF WAY

RESOLVED

That Councillor Shadbolt forwards to the Clerk, updates for the website.

12. TELEPHONE KIOSKS

Consideration was given to an update from the Chair, in relation to the status of the telephone kiosks in Brown Knowl and Harthill.

RESOLVED

That the adoption of the telephone kiosks at Brown Knowl and Harthill by the Parish Council, be approved, subject to a suitable agreement being reached with the Community Heartbeat Trust.

13. THE LOCAL HILLS

The Chair reported that these areas represented opportunities for projects for the Parish Council.

RESOLVED

That the report be noted.

14. DATE OF NEXT MEETING

Members noted that the next meeting would be held on Monday, 23rd March 2026 at 7.30 pm

15. URGENT ITEMS

There were no other items which the Chair was of the opinion should be considered as a matter of urgency.

16. EXEMPT BUSINESS

Members resolved that the following item of business was exempt from the press and public as the discussions at this meeting, contained commercially sensitive information.

17. THE FIRE ENGINE HOUSE

The Chair presented an update on this matter.

RESOLVED

That the report be noted.

BROXTON AND DISTRICT PARISH COUNCIL

**BUDGET
2026-2027**

Budget Head	Budget for 2026-2027
Clerk Salary	£5,750.00
National Insurance	£80.00
General Admin	£50.00
Payroll Supplier	£340.00
Internal Auditor	£150.00
Subscriptions CHALC Cheshire Community Action Cheshire Footpaths Association	£175.00
Information Commissioner	£50.00
Petrol Expenses (Notices x 6/year)	£75.00
Room Hire	£245.00
Website Costs	£150.00
Email Costs	£150.00
Microsoft Office	£90.00
Insurance	£575.00
Training	£105.00
S137 - Poppy Wreaths	£30.00
Elections	£275.00
Defibrillator Maintenance	£175.00
Planting	£100.00
Fire Engine House	£1,000.00
Grants	£500.00
Other Projects	£1,000.00
Balance for CIL Projects (not included in Budget planning)	£8,994.11
	£11,065.00