

BROXTON AND DISTRICT PARISH COUNCIL

22nd July 2024

Commenced: 7.30 pm

Terminated: 9.00 pm

**Present: Councillor Williams (Chair)
Councillors Bell, Henshall, Houghton, Rogers, Vaughan and Wild**

Councillor Mike Jones – Cheshire West and Chester Councillor

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Borman.

2. DECLARATIONS OF INTEREST

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

3. APPOINTMENT OF DEPUTY CHAIR

RESOLVED

That Councillor Houghton be appointed to the position of Deputy Chair of the Parish Council for the 2024-2025 Municipal Year.

4. MINUTES

The Minutes of the proceedings of the Meeting of the Parish Council held on 20th May 2024 were approved as a correct record and signed by the Chair of the Parish Council.

5. PUBLIC FORUM

There were no Members of the Public in attendance at the meeting.

6. PARISH COUNCIL WEBSITE

Members were informed that the new website was live.

RESOLVED

That the report be noted.

7. COUNCILLOR VACANCY

Members noted that the Parish Councillor vacancy was advertised on the website.

RESOLVED

That the report be noted.

8. REPORT IT

Members noted that a link had been created on the website enabling residents direct access to report concerns to Cheshire West and Chester Council.

RESOLVED

That the report be noted.

9. PARISH COUNCIL INSURANCE

Members noted that the Parish Council insurers were now Zurich Municipal and that the Phone Box and the Defibrillator were included in the schedule, and insured for £14,500 and £2,000 respectively.

RESOLVED

That the report be noted.

10. BUDGET AND FINANCE 2024-2025

Members considered a report of the Clerk and Responsible Financial Officer.

(i) Applications for Financial Assistance

Members noted that there were no applications for financial assistance.

(ii) Transactions

RESOLVED

That the following transactions made since the 20th May 2024 be approved:-

Payee/Payer	Description	Receipts	Payments
Zurich Municipal	Annual Insurance - 3 year contract		£499.72
M Clough	May 2024 Salary		£493.51
HMRC	PAYE May 2024		£123.40
M Clough	Travel Expenses		£62.98
JDM Construction	Final rent of Fire Engine House	£360.00	
Cheshire West & Chester	Election charges (2nd payment) - final instalment		£273.35
Hugo Fox	Monthly website fee		£11.99
Community Heartbeat	Defibrillator Landline Annual Rental		£72.00
M Clough	June 2024 Salary		£346.82
HMRC	PAYE June 2024		£86.60
Hugo Fox	Monthly website fee		£11.99
Shires	Invoice 1905		£18.00
Shires	Invoice 6930		£91.80

(iii) Payment of Invoices and Reimbursements

RESOLVED

That the following payments be approved:-

Payee/Payer	Details	Expenditure
M Clough	Salary July	£346.62
HMRC	PAYE Salary July	£86.80
M Clough	Salary August	@ £347.00
HMRC	PAYE Salary August	@ £87.00
Councillor S Wild	Reimbursement for Plants	£46.50

(iv) Revised Budget Allocation

RESOLVED

That the revised Budget Head Allocations be approved as follows:-

Budget Head	Total	Revised Budget Allocation	Previous Budget Allocation
Clerk Salary	£1,332.86	£5,274.00	£3,600.00
Office Allowance	£0.00	£0.00	£400.00
General Admin	£406.22	£500.00	£500.00
Room Hire	£200.00	£215.00	£165.00
Website Costs	£11.99	£500.00	£750.00
Microsoft Office	£0.00	£60.00	£60.00
Insurance	£499.72	£500.00	£750.00

Training	£0.00	£200.00	£200.00
S137 - Poppy Wreaths	£0.00	£100.00	£100.00
Elections	£273.35	£274.00	£548.00
A534 Interactive Signs	£0.00	£3,000.00	£3,000.00
Running Cost/Contingency	£0.00	£950.00	£1,000.00
Fire Engine House	£0.00	£1,000.00	£1,000.00
Grants	£0.00	£500.00	£500.00
Projects (CIL)	£0.00	£1,923.81	£1,000.00
	£2,724.14	£14,996.81	£13,573.00

(v) Explanation of Variances

RESOLVED

That the reallocation of funds to the following Budget Heads be approved (please refer to Minute 10(iv) above for new and previous figures):-

Clerk Salary – due to an increase in hours

Office Allowance – budget not required

Room Hire – due to increase in hire cost

Website Costs – reduced due to new website provider

Insurance – reduced due to new insurer

Elections – reduced, as no further anticipated costs

Running Cost/contingency - reduced

Projects – reallocation required to account for CIL

(vi) Bank Reconciliation as at 30th June 2024

RESOLVED

That the following Bank Reconciliation as at 30th June 2024 be received:-

<u>Bank Reconciliation 30th June 2024</u>	
BROXTON AND DISTRICT PARISH COUNCIL	
Financial year ending 31 March 2025	
Prepared by: Muna Clough, Parish Clerk & RFO	
Balance per bank statements as at 30th June 2024	
Current Account (07572433)	£ 19,399.77
Less: any unrepresented cheques	£0
Add: any unbanked cash	£0
Net bank balances as at 30th June 2024	
The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows	
	£ 19,399.77
<u>CASH BOOK</u>	
Opening Balance	£ 14,563.97
Add: Receipts in the year	£ 7,559.94
Less: Payments in the year	£ 2,724.14

Closing balance per cash book [receipts and payments book] must equal net bank balances above	£ 19,399.77
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(vii) Bank Statement to 30th June 2024

RESOLVED

That the Lloyds Bank Statement as at 30th June 2024, as included in the report submitted, be received.

11. CIL MONIES

Members considered possible projects on which to spend CIL monies which included:-

- Welcome Signs
- Kissing Gates
- New Noticeboards
- Playground equipment/goal posts or bench on football field
- Planting scheme and ongoing costs

RESOLVED

- (i) Councillor Henshall to obtain a list of sites on which to erect welcome boards for each ward;**
- (ii) Councillor Bell agreed to survey the footpaths and contact the Rights of Way Officer at Cheshire West and Chester Council;**
- (iii) The Clerk to investigate Noticeboard displays and prices;**
- (iv) The Clerk to price new goal posts and a bench;**
- (v) Councillor Wild to contact the National Trust and invite a representative to the next meeting of the Parish Council.**

12. NEIGHBOURHOOD PLAN REVIEW WORKING GROUP

RESOLVED

Councillor Henshall to look into the need to survey the local community and report back to the next meeting of the Parish Council.

13. HIGHWAYS MATTERS

The chair agreed to consider Item 16, Planting, under Highways Matters.

Councillor Henshall reported on the following highways matters:-

- (i) Reading Room Lane – the drains had been cleared;**
- (ii) A534 road condition concerns – the road had been surveyed and was in tolerance;**
- (iii) A534/Layby/BT Box – no update to report**
- (iv) Old Coach Road, Flooding –highways had sampled the water which contained chlorine and therefore became the responsibility of United Utilities. The road was to be closed and investigations work carried out on 7th August.**
- (v) Cutting and maintenance of verges – the Councils responsibility for maintaining verges and cutting grass had been hampered due to weather and resources, but Members agreed that in general, the area was looking good (particularly the focal point by the telephone box).**

The Chair reported that the herbs had been planted and the community was welcome to pick them next year. He added that the wild flowers had been re-sown without the council first rotivating the land. It was therefore important that the land on the green should be rotivated next year before being sown.

RESOLVED

That the Clerk extends the thanks of the Parish Council be to Simon Poole for the planters and revitalising the road signs/finger posts.

14. PLANNING MATTERS

(i) Planning Applications

In Councillor Shadbolt's absence, the Chair reported on the following planning applications:-

Reference Number: 24/01925/FUL Address: 1 - 4 The Green Harthill Lane Harthill Chester CH3 9LH Proposal: Change of use from C3 to Leisure Accommodation (Sui Generis) and associated works including demolition of existing outbuildings and rear extension to properties 1 and 2, erection of new rear single storey extensions to properties 1-2 and 3-4, internal and external alterations to properties 1-2 and 3-4 and associated car parking.

Reference Number: 24/01926/LBC Address: 1 - 4 The Green Harthill Lane Harthill Chester CH3 9LH Proposal: Change of use from C3 to Leisure Accommodation (Sui Generis) and associated works including demolition of existing outbuildings and rear extension to properties 1 and 2, erection of new rear single storey extensions to properties 1-2 and 3-4, internal and external alterations to properties 1-2 and 3-4 and associated car parking.

The Chair reported that one application related to the building being a listed building and the second was a full application to change the three properties to 9 holiday lets.

Members expressed concerns over the planning application and objected on grounds of cultural change; loss of dwellings and increase in traffic.

In making its decision, the Parish Council considered the following implications:-

- (i) The impact on housing availability for long term housing for local businesses and people, which would be lost for holiday lets;
- (ii) Car parking was problematic;
- (iii) The cultural change of the area, from residential area to holiday area;
- (iv) The loss of worker's dwellings in a rural area;
- (v) These properties were an important element of the village, and if successful, the applications would change the demographics of the village;
- (vi) Additional traffic would be generated by holiday makers driving to visit areas;
- (vii) There were no local amenities;
- (viii) Emphasis needed to be given to off-road parking, rather than on-road parking;
- (ix) Free accessible parking needed to be maintained for the churchyard;
- (x) Drainage and waste considerations.

The Chair also highlighted an error on application which stated 1239348, when the correct reference was 1230248.

(Councillor Jones reported that Planning Officer responsible for the Harthill School planning application was minded to approve that particular proposal).

RESOLVED

That the Clerk, Chair and Deputy Chair to draft a suitable response, taking into account the comments detailed above, and submit to Cheshire West and Chester Planning.

(ii) Cheshire West and Chester Council – Planning Department Requests for extra time to comment on Planning Applications - new arrangements

Members noted the new arrangements from the Planning Authority which no longer facilitated requests from Parish Councils for additional time to consider and submit comments on planning applications. The Parish Council was asked to consider amending its Standing Orders to allow Members to consult with one another on planning matters via emails, following inspection of the planning applications by Councillor Shadbolt. Any comments would then be submitted by the Clerk to the Planning Authority, and reported to the next available meeting of the Parish Council to enable a record to be maintained.

RESOLVED

That the Parish Council's Standing Orders be amended to allow Members to consult with one another regarding Planning Applications via emails, and any comments to be submitted by the Clerk to the Planning Authority and reported to the next available meeting of the Parish Council to enable a record to be maintained.

15. FOOTPATHS / RIGHTS OF WAY

This matter had already been considered under Item 11.

16. PLANTING

This matter had already been considered under Item 13.

17. BOLESWORTH ESTATE

RESOLVED

That the Minutes from these Meetings be added to the Parish Council website.

18. DATE OF NEXT MEETING

Members agreed that the date of the next meeting of the Broxton and District Parish Council would be held on Monday, 30th September 2024.

19. URGENT ITEMS

There were no items which the Chair of Council Business was of the opinion required consideration as a matter of urgency.

20. EXEMPT BUSINESS

The following item of business was exempt from the press and public as it contained commercially sensitive information.

21. THE FIRE ENGINE HOUSE

Councillor Henshall provided an update on works to repair the Fire Engine House.

The former tenant had vacated the property and Emerton Roofing had been appointed to undertake the necessary repair work and was liaising with the owner of the neighbouring property regarding the commencement date for the works.

The neighbour had contacted the Clerk to advise her that he had observed bats roosting in the building, so it was important that any repairs were compliant with statutory requirements.

RESOLVED

- (i) That only the representatives of the Fire Engine House Committee be authorised to become involved in any matters relating to the Fire Engine House;**
- (ii) That Councillor Henshall be given approval to take the necessary steps to confirm whether bats are present in the building, and if so, to ensure any work completed is compliant with statutory requirements.**