

# **BROXTON AND DISTRICT PARISH COUNCIL**

**24<sup>th</sup> March 2025**

**Commenced: 7.30 pm**

**Terminated: 8.45 pm**

**Present: Councillor Williams (Chair)  
Councillors Borman, Henshall, and Vaughan**

**Mrs M Clough – Clerk and Responsible Financial Officer**

**There were 3 Members of the Public in attendance.**

## **1. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Bell, Haughton, Rogers, Shadbolt and Wild. Councillor Jones (Cheshire West and Chester Councillor) also submitted his apologies.

## **2. DECLARATIONS OF INTEREST**

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

## **3. MINUTES**

The Minutes of the proceedings of the Meeting of the Parish Council held on 27<sup>th</sup> January 2025 were approved as a correct record and signed by the Chair.

Further to Minute 12, the Clerk reported that the Highways Department had inspected the location of the BT Box on the A534, and had reported that it met visibility criteria. Consequently, they would not be requesting the relocation of the Box. However, there were plans to remove the layby, so it was possible that this would be proceeding in the near future.

## **4. PUBLIC FORUM**

Members of the public raised a concern regarding road safety at the junction of the Sandstone Inn. There were particular difficulties with the entrance and egress, together with an obstruction caused by a hedge.

## **5. NATIONAL TRUST**

There was no representative from the National Trust at the meeting.

## **RESOLVED**

**That the Parish Clerk to continue to attempt to invite the National Trust to a meeting of the Parish Council.**

## **6. BUDGET AND FINANCE 2024-2025**

The Clerk and Responsible Financial Officer submitted a report on the following:-

### **(i) Applications for Financial Assistance**

The Clerk reported that the Parish Council had not received any applications for financial assistance.

### **(ii) Transactions**

## **RESOLVED**

**That the following transactions be approved:-**

<b>Payee/Payer</b>	<b>Description</b>	<b>Receipts</b>	<b>Payments</b>
	Interest – Savings Account	£11.02	
M Clough	January Salary		£359.54

HMRC	January PAYE		£90.00
Hugo Fox	Direct Debit - Invoice 11562		£11.99
	Interest – Savings Account	£11.38	
Shires	Backpay Adjustment		£18.00
Tilston Playing Field Association	Grant		£500.00
Hugo Fox	Direct Debit - Invoice 12372		£11.99
M Clough	February Salary		£359.74
HMRC	February PAYE		£89.80
	Interest – Savings Account	£9.97	

**(iii) Approval of Payments**

**RESOLVED**

**That the following payments be approved:-**

<b>Payee/Payer</b>	<b>Details</b>	<b>Expenditure</b>
M Clough	Salary March	Approx. £359.54
HMRC	PAYE March	Approx. £90.00
M Clough	Salary April	Approx. £359.54
HMRC	PAYE April	Approx. £90.00
Davenport Accountants	Internal Audit Fee	Approx £150.00

**(iv) BUDGET HEAD EXPENDITURE 2024-2025**

**RESOLVED**

**That the following Budget Head expenditure to 14<sup>th</sup> March 2025 be approved:-**

<b>Budget Head</b>	<b>Total</b>	<b>Budget Allocated</b>	<b>£ Difference</b>
Clerk Salary	£4,977.54	£5,274.00	£296.46
Office Allowance	£0.00	£0.00	£0.00
General Admin	£878.92	£500.00	-£378.92
Room Hire	£200.00	£215.00	£15.00
Website Costs	£465.64	£500.00	£34.36
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	£500.00	£500.00	£0.00
Projects	£273.24	£1,000.00	£726.76
Projects (CIL)	£0.00	£4,867.15	£4,867.15
	<b>£8,093.41</b>	<b>£14,073.00</b>	<b>£10,846.74</b>

**(v) Explanation of Variances**

**RESOLVED**

**That for the purposes of administration of balancing the Budget Heads, the Clerk be authorised to vire funds from underspent Budget Heads to overspent Budget Heads.**

(vi) **Bank Reconciliation as at 14<sup>th</sup> March 2025**

**RESOLVED**

That the following Bank Reconciliation as at 14<sup>th</sup> March 2025 be approved:-

<b>Bank Reconciliation 14th March 2025</b>	
<b>BROXTON AND DISTRICT PARISH COUNCIL</b>	
<b>Financial year ending 31 March 2025</b>	
Prepared by: Muna Clough, Parish Clerk & RFO	
Balance per bank statements	
Current Account (07572433) at 28th February 2025	£4,123.72
Savings Account (00674201) at 10th March 2025	£13,004.27
Less: any unpresented cheques	
Add: any unbanked cash	
<b>Net bank balances as at 14th March 2025</b>	
<b>The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows</b>	<b>£17,127.99</b>
<b>CASH BOOK</b>	
Opening Balance at 1st April 2024 Current Account 07572433	
Opening Balance Savings Account	£0.00
Add: Receipts in the year Current Account 07572433	
Add: [Direct] Receipts in the year Savings Account 07572433	£50.93
Less: Payments in the year Current Account 07572433	
Less: [Direct] Payments in the year Savings Account	£0.00
<b>Closing balance per cash book [receipts and payments book] must equal net bank balances above</b>	
<b>£17,127.99</b>	

(v) **Bank Statements**

**RESOLVED**

That the following bank statements, as submitted with the report, be received:-

**Current Account**

- 31<sup>st</sup> January 2025
- 28<sup>th</sup> February 2025

**Savings Account - Screenshot**

**7. CIL MONIES**

The Broxton and District Parish Council Working Party reported on the following:-

**(i) Telephone Box Repairs**

The telephone box was in urgent need of repairs. The Clerk had contacted Simon Poole, who had submitted a quote for £633.00, which included labour and materials, with the exception of the cost of carpentry and saddlery.

**RESOLVED**

**That the final quote, which includes carpentry and saddlery, be considered by the Parish Council.**

**(ii) Signage**

The Chair considered Item 11(i), at this stage of the meeting.

Councillor Henshall submitted a report on Interactive Signs for the A534. He reported that this matter was progressing with Cheshire West and Chester Council who had supported the proposal in principle. As this was a very expensive project, Members agreed that Bolesworth should be approached to contribute towards the cost. It was also hoped that Councillor Jones would be able to contribute some of his Member funds.

Councillor Henshall's report also provided in-depth information on the installation of signs for each Hamlet.

**RESOLVED**

- (i) That the Clerk contacts TWM for a quote of an interactive warning sign for a junction, identical to the sign at Milton Green;**
- (ii) That the purchase of a sample sign by Councillor Henshall for consideration at the next meeting of the Parish Council, be approved.**

**8. LOCAL MONUMENTS AND ITEMS OF HISTORIC OR CULTURAL INTEREST**

Councillor Henshall reported that he wished to create a register/list of local monuments so that a maintenance schedule could be timetabled to preserve the heritage of the area.

**RESOLVED**

**That the Broxton and District Parish Council Working Party drafts a survey for approved.**

**9. CHESHIRE WEST AND CHESTER COUNCIL - PLANNING POLICY**

**RESOLVED**

**That the Parish Council's responses to the questionnaire to support Planning Policy, for each settlement in the Broxton and District Parish, be submitted to the Borough Council.**

**10. NEIGHBOURHOOD PLAN REVIEW WORKING GROUP**

**RESOLVED**

**That consideration of this matter be deferred.**

**11. HIGHWAYS MATTERS**

**(i) Bicycle Rack for Bus Shelter**

Members agreed that this project could be considered within the CIL funding.

**RESOLVED**

**That Councillor Borman to investigate possible bicycle racks and share examples to Members to consider.**

**(ii) Condition of the Drains**

**RESOLVED**

**That Councillor Borman to obtain a quote for consideration by the Parish Council, for privately clearing the drains at Salters Lane outside Our Cottage, and enquires with the Borough Council about seeking approval for the works.**

## **12. PLANNING MATTERS**

The Clerk reported that she had not received sufficient comments from Members of the Parish Council to report back to the Planning Authority on the following applications, so no submission had been made:-

- **New Applications**

- (i) **Reference Number:** 25/00360/FUL  
**Site Address:** Sherrington House Sherrington Lane Broxton Chester CH3 9JU  
**Proposal:** Demolition of existing outbuilding, erection of single storey home office/garage.
- (ii) **Reference Number:** 24/02304/FUL  
**Site Address:** Broxton Garage Whitchurch Road Broxton Chester CH3 9JR  
**Proposal:** New vehicle access off A534 highway.

### **RESOLVED**

**That the planning applications (i) and (ii) above, be noted.**

## **13. AREA MATTERS**

Members to consider the following:-

- **Parking Facilities**

Further to Minute 13 of the last meeting, the Chair reported that he had no feedback from Bolesworth. However, the Landlord of the Sandstone Inn was in attendance and agreed that his car park could be used by visitors to the area for parking their cars.

### **RESOLVED**

**That the Sandstone Inn parking facility be advertised on the Parish Council's website.**

## **14. FOOTPATHS / RIGHTS OF WAY**

### **RESOLVED**

**That in the absence of Councillor Bell, this matter be deferred to the next meeting of the Parish Council.**

## **15. BULB PLANTING DAY**

### **RESOLVED**

**That this matter be deferred to a future meeting and the Chair to confirm the date of the event, when known.**

## **16. BOLESWORTH MEETING**

The Chair reported that a meeting had not yet been held. He agreed to ask Bolesworth Estate to contribute towards the funding for the vehicle activated road signage.

## **17. DATE OF NEXT MEETINGS**

Members noted the details of the following meetings:-

**Annual Parish Meeting – Tuesday, 20th May 2025 at 7.00 pm**

**Annual Meeting of the Parish Council – Tuesday, 20th May 2025 at 7.30 pm**

## **18. URGENT ITEMS**

The Chair reported that there was no business that required consideration as a matter of urgency.

## **19. EXEMPT BUSINESS**

The Parish Council resolved that the following item of business should be exempt from the press and public as it contained commercially sensitive information.

## **20. THE FIRE ENGINE HOUSE**

Councillor Henshall presented an update on this matter.

### **RESOLVED**

**That the report be noted.**