

BROXTON & DISTRICT PARISH COUNCIL

Minutes

Wednesday 2nd February 2022 at 7.30pm.

Held at Brown Knowl Methodist Chapel.

PRESENT

Derek Bell, David Haughton, Hayley Muddiman, Tim Vaughan, David Williams, Mark Booth.

PUBLIC – 5 (3 standing for co-option)

1. APOLOGIES

Council noted that Ian Marshall had resigned from the Council, CW&C have been informed and the statutory notices will be displayed as soon as possible.

Apologies were given from the acting clerk who was unable to attend due to Covid cases in her household.

2. CHAIRMAN

113. Resolved that the Council that the Council appoint David Williams as Chairman for the remainder of the Council year.

3. DECLARATION OF INTERESTS

No interests declared.

4. PUBLIC PARTICIPATION

A member of the public wished to raise their concerns over the minutes from the September meeting. They claimed that Part 8 (relating to the waste management system on Broomhill Lane) states that waste would overflow when there were periods of heavy rainfall and that this is not correct. This issue occurs when it is not correctly serviced and when it is attempting to pump waste.

The member of the public requested that we have further updates on the matter. It was agreed to add this to the next meeting's agenda and to obtain an update on the progress made by the council and previous clerk.

Another member of the public wished to say that although Helen Rogers (applicant for position of councillor) was not present at the meeting, she was unable to attend due to having a period of holiday booked but was, in their opinion, an upstanding member of the community and to not hold it against her that she was unable to attend.

5. CO-OPTION

It was noted the Council can co-opt for 3 seats at the meeting, the fourth seat has to be formally advertised before co-option can take place.

114. Resolved that the Council suspend standing orders to allow Councillors to vote by paper ballot.

115. Resolved that the Council co-opt Helen Rogers

116. Resolved that the Council co-opt Prof. Simon Poole

117. Resolved that the Council co-opt Stephen Wilde

Stephen Wilde completed and signed his acceptance of office. Prof. Simon Poole explained that due to the sheer number of governing bodies and other authorities he is a member of, he would need to complete the form after the meeting. He remained for the duration.

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The Chairman thanked everyone who had stood for the Council. Helen Rogers was not present.

6. MINUTES

118. Resolved that the Council approve the minutes of the Parish Council meeting held on the 27th September and the notes of the informal meeting held on the 29th November 2022.

7. ACCOUNTS

119. Resolved that the Council approve the accounts and bank reconciliation on page 150 of the minutes, including the following payments and additional payments:

Community Heartbeat Trust	Emergency Landline Annual Rental	72.00
HMRC	PAYE/NI	29.40
G Nicol	Salary- Oct, Nov, Dec	594.60
G Nicol	Reimbursement Squarespace website subscription	212.44
Community Heartbeat Trust	Defib Battery	223.20
G Nicol	Reimbursements: Office & Mobile Phone	53.20
G Nicol	Salary - Final	70.20
Shires Payroll Services	Payroll services 3rd Quarter	39.60

It was noted the Acting Clerk is to check the amount payable to Shires Payroll Services as it seems high.

Cheque Signatories

120. Resolved that the Council appoint the following Councillors as cheque signatories: Tim Vaughan, Mark Booth and David Haughton, along with existing signatories David Williams and Steve Wilde.

8. PRECEPT/BUDGET 2022-2023

121. Resolved that the Council agree the budget and earmarking as listed on the basis this can be reviewed through the year:

PAYMENTS		
Clerk Salary	3.5hrs per week x 52 @ £12 hour plus 36 additional hours	£2616.00
Office Allowance	52 weeks x £4	£208.00
Administration	inc Postage, Audit fee, printing, advertising	£750.00
Room Hire	Brown Knowl Methodist Chapel	£150
Website costs	Domain renewal & hosting	£250
Microsoft Office costs	365 annual package	£70
Clerk Mobile costs	Monthly package £5 x 12 (+ possible extra charges £40)	£100
Insurance		£300.00
Training		£100.00
S137 – Poppy Wreath		£50.00
Elections	(Inc. £100 earmarked in 2020-2021 & 2021-2022)	£300.00
A534 Interactive Signs	(Earmarked July 2020)	£2000.00
Running Cost/Contingency	Maintenance of phone box, defib. etc	£1000.00
Fire Engine House		0.00
Grants		500.00
Projects		1000.00
Reserves		3500.00

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Reserves		3000.00
	Total	£16,144

122. Resolved that the Council unanimously agree a precept of £5921.16, a 5% increase per Band D property to allow for additional funding to be set aside for the jubilee and for other community projects.

9. PLANNING

Councillors noted the July Planning Register as circulated on page 151.

123. Resolved that the Council submit the following comments:

21/04631/S73 Green Bank, Withy Lane **No observations**

21/04884/FUL Withy Bank, Old Coach Road **No observations**

10. FIRE ENGINE HOUSE

The councilors discussed the need for an agreement so that we can invoice the occupant. After further discussion, they have requested the clerk contact the Cheshire List to have the building listed with them and/or to gain further information on this process. Further, they would like to apply for a preservation order on the structure. The last time this was attempted was 15 years ago and they think that it is a good time to apply once again.

11. BICKERTON BURIAL BOARD

124. Resolved that the Council appoint the following Councillors as the Council's representatives to the Burial Board, Stephen Wilde, Tim Vaughn, Hayley Muddiman

12. DEFIBRILLATOR

It was agreed to ask Ian Marshall to continue to check the defibrillator and submit the necessary reports.

125. Resolved that the Council notes its thanks to Ian Marshall for undertaking the checks to the defibrillator which had highlighted the need to replace the battery.

13. FUTURE ACTIONS & PROJECTS

Updates with council and previous clerks progress with wastewater treatment on Broomhill Lane.

To gather updates with regards to National Trust allowing us access to the playing field in the woods so that we can arrange a community work group to tidy it up. Also, to discuss ideas for the same area.

Discuss ideas for the Queens Platinum Jubilee. The councillors expressed favour for inviting members of the public to communicate how they would like to celebrate this event.

Review of previous projects including footpaths and broadband.

Social media review, how are we communicating with the parish. How can we improve this communication?

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Discuss organising a parish meeting that is not an official council meeting. A social event where the council can communicate the works they have done to date and for the public to suggest future projects and actions for the council.

14. CLERK RECRUITMENT

It was agreed that the Acting Clerk should seek to advertise the position again. The council would also like the acting clerk to contact existing clerks to see if they would be interested in taking on our parish.

126. Resolved that the Council ask any members of the public to leave the meeting to allow the next item to be discussed in private.

15. ACTING CLERK

127. Resolved that A. Wright be appointed as Acting Clerk and be paid hours worked at £14 per hour plus office expenses.

Meeting closed at 20.26hrs

The next meeting of the Parish Council is scheduled for
Monday 28th March 2022, 7.30pm
at
Brown Knowl Methodist Chapel.

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STATEMENT OF ACCOUNTS 2021 - 2022											
Broxtown & District Parish Council Receipts & Payments - January 2022											
RECEIPTS											
Date	From whom	Particulars	Precept	Grants	Interest	VAT	Misc	Total			
08/04/21	CW&C	Precept	5520.00					5520.00			
08/07/21	HMRC	VAT Refund				129.20		129.20			
			5,520.00	0.00	0.00	129.20		£5,649.20			
PAYMENTS											
Date	CHEQ	Page	To whom paid	Particulars	Staff Costs	Admin	Training	Grants	Projects	VAT	Total
06/04/21	BACs	116	G Nicol	Salary - Jan Feb March	404.00						404.00
06/04/21	BACs	116	HMRC	PAYE/NI		52.00					52.00
09/04/21	BACs	109	G Nicol	REIM: Office Phone - SLCC		135.00					135.00
04/08/21	CHEQ	116	Brown Knowl Methodist Church	Room Hire 2019-2020		125.00					125.00
27/05/21	BACs	116	Andrew Scarlett	Internal Auditor Fee		20.00					20.00
27/05/21	BACs	116	G Nicol	Clerk office, mobile & reimbursements		51.79					51.79
27/05/21	BACs	116	Norris & Fisher Insurance	Annual Insurance Premium		268.96					268.96
14/06/21	BACs	142	Shire Payroll Services	Payroll Services 1st Quarter		10.50				2.10	12.60
30/06/21	BACs	130	G Nicol	Salary - April May June	546.20						546.20
30/06/21	BACs	116	G Nicol	Reimbursement White Wylensia		36.66				7.33	43.99
02/07/21	BACs	130	HMRC	PAYE/NI		25.80					25.80
03/07/21	DD	130	ICO	GDPR/Data Protection Fee		35.00					35.00
30/07/21	BACs	130	G Nicol	Clerk office, mobile & reimbursements		52.83					52.83
29/08/21	BACs	142	G Nicol	Clerk office, mobile & Office 365		98.98				10.00	108.98
29/09/21	BACs	142	G Nicol	Salary - July August September	601.60						601.60
29/09/21	BACs	142	HMRC	PAYE/NI	22.40						22.40
29/09/21	BACs	142	Nicola Robinson	Reimbursement Annual Google Workspace		55.20				11.04	66.24
29/09/21	BACs	142	Shire Payroll Services	Payroll Services 2nd Quarter		10.50				2.10	12.60
21/10/21	BACs	142	RBL Poppy Appeal	To cover cost of wreath						20.00	20.00
25/10/21	BACs	142	RBL Poppy Appeal	Donation						30.00	30.00
07/07/21	BACs	143	Frugham	RPCS Request to phonebox						30.00	30.00
01/11/21	BACs	143	T Varghan	Request to Bus Shelter						150.00	150.00
01/12/21	BACs	PAID	Community Heartbeat Trust	Emergency Landline Annual Rental					250.00		250.00
01/12/21	BACs	PAID	HMRC	PAYE/NI	29.40					60.00	90.00
23/12/21	BACs	PAID	G Nicol	Salary Oct Nov Dec	594.60						594.60
23/12/21	BACs	PAID	G Nicol	Reimbursement Squarespace website subscription		68.44				24.00	92.44
20/01/22	BACs	PAID	Community Heartbeat Trust	Debut Battery					186.00		186.00
20/01/22	BACs	PAID	G Nicol	Reimbursements: Office & Mobile Phone		50.00				3.20	53.20
	BACs		G Nicol	Salary - Final	70.20						70.20
	BACs		Shires Payroll Services	Payroll services 3rd Quarter		33.00				6.60	39.60
	BACs				2,366.00	1,018.95	0.00	0.00	0.00	188.97	4,499.63
TREASURERS ACCOUNT 30/09/2021 08/27/2021											
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£ 11,032.40 Current balance											
£11,032.40 Available funds											
Total per accounting software for Dec for 1 month											
Current Account (25/01/2022)											
TOTAL											
£11,032.40 Year to date Balance											
£11,032.40 Balance Brought forward											
Less unmade payments											
£10,869.40											
£1,163.00											

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Broxton & District Parish Council Planning Register 2021-2022

				Status
01 11 19	19/03618/OHL	Overhead lines from Duckington to Chowley Cheshire	Duckington-Chowley 11KV overhead electricity line and rebuild scheme	Unknown
14 12 20	20/04677/FUL	Ivy Cottage Hill Lane Broxton Chester Cheshire CH3 9HT	Demolition of rear single storey lean-to, roof light to front, part single and two storey side and rear extensions, alterations to windows/doors,	
25 02 21	21/00187/FUL	Phillips Park Salters Lane Broxton Chester Cheshire CH3 9JH	Demolition of existing three bedroomed dwelling and erection of new 5 bedroomed dwelling	Approved
05 05 21	21/01429/FUL	Bolesworth Castle Bolesworth Hill Road Broxton Chester Cheshire CH3 9HQ	Temporary 3 year consent for the use of land to provide winter lights event including lights trail, ice skating, sleigh rides, Christmas village including Santa's grotto and Christmas themed food and beverage stalls	Approved
03 06 21	21/01867/FUL	Ivy Nook Sherrington Lane Broxton Chester Cheshire CH3 9LA	Single and two storey extensions	Withdrawn
09 07 21	21/02290/FUL	1-3 Mount View Cottages Hall Lane Broxton Chester Cheshire CH3 9JF	Demolition of 3no dwellings and associated outbuildings and erection of new detached dwelling with access and ancillary works	
09 08 21	21/02974/FUL	The Pines Allmans Lane Duckington Malpas Cheshire SY14 8LH	Two storey side Extension, alterations to existing swimming pool, new sunken garage, partial lowering of internal floors to create lower level family room, removal of existing garage and associated new hardstanding areas	
02 09 21	21/03318/FUL	White Knoll Old Coach Road Broxton Chester Cheshire CH3 9JD	Single storey rear and two storey side extension, replacement windows, replacement roof and external modifications throughout	
03 11 21	21/04125/FUL	Bolesworth Hill Farm Bolesworth Hill Road Broxton Chester Cheshire CH3 9HN	Two storey extensions to main dwelling, Conversion of redundant barn to B8 use, Demolition of farm buildings, erection of garage and stable building, outdoor menage and associated landscaping works	
23 12 21	21/04631/S73	Green Bank Farm Withy Lane Broxton Chester CH3 9JP	Agricultural worker's dwelling (Amendment to permission 11/00363/OUT) -	
21 12 21	21/04884/FUL	Withy Bank Old Coach Road Broxton Chester Cheshire CH3 9JL	Operational development works - installation of windows and doors associated with application Class R Notice served July 2021	

Ann Wright
BPC Planning Register 2021
25 01 2022

AGR – Agricultural application	CAT – Conservation area tree	FUL – Full application	COU – Change of use
LBC – Listed building consent	LDC – Lawful development certificate	OHL – Overhead lines	OUT – Outline
S106 – Planning obligation / condition	S73 – Amendment of planning condition		