

BROXTON AND DISTRICT PARISH COUNCIL

20th May 2025

Commenced: 7.30 pm

Terminated: 9.00 pm

Present: Councillors Henshall, Borman, Shadbolt, Vaughan and Wild.

Councillor Mike Jones – Cheshire West and Chester Council

There were 3 Members of the Public in attendance.

1. WELCOME

The Clerk welcomed everybody to the meeting, and advised that Councillors Williams and Bell had recently resigned from the Parish Council. Their vacancies had been reported to Cheshire West and Chester Council in accordance with the statutory protocol.

2. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Rogers.

3. APPOINTMENT OF CHAIR

RESOLVED

That Councillor Henshall be appointed as the Chair of Broxton and District Parish Council Business for the 2025/2026 Municipal Year.

4. APPOINTMENT OF DEPUTY CHAIR

RESOLVED

That Councillor Houghton be appointed as the Chair of Broxton and District Parish Council Business for the 2025/2026 Municipal Year.

5. DECLARATIONS OF INTEREST

Councillors Henshall and Borman declared their interests in the grant application from 1st Sandstone Scouts. They did not take part in the discussions or voting thereon.

6. MINUTES

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

7. PUBLIC FORUM

A resident had complained about a property on Old Coach Road, which had extended its driveway beyond its boundary, and had also installed large concrete pillars.

RESOLVED

That the Clerk notifies Planning and Highways of the resident's concerns.

8. 2024-2025 ANNUAL GOVERNANCE AND ACCOUNTING STATEMENTS

RESOLVED

That the following documents, as circulated with the Agenda, be approved:-

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

That the following documents, as circulated with the Agenda, be received:-

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

9. GOVERNANCE MATTERS

RESOLVED

That the following Governance documents for 2025-2026, as circulated with the Agenda, be approved:-

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

10. APPOINTMENT TO WORKING PARTIES AND INDIVIDUAL RESPONSIBILITIES

RESOLVED

That the following appointments to Working Parties and individual responsibilities, be approved:-

Register of Historical Fixtures – Councillor Shadbolt
Neighbourhood Plan Working Group – Chair and Councillor Shadbolt
Fire Engine House Committee – Chair, Deputy Chair and Clerk
Parish Signage Working Group – Councillor Henshall
Planning Lead – Councillor Shadbolt
Highways Lead – Councillor Borman
Footpaths Lead - deferred

11. BUDGET AND FINANCE 2025-2026

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

(i) Applications for Financial Assistance

Representatives from the 1st Sandstone Scout Group attended the meeting and presented an application for the sum of £500.00 towards a kitchen refurbishment in the Scout Hut. (Application circulated)

RESOLVED

That the sum of £500.00 be granted to 1st Sandstone Scout Group towards the cost of replacing fixtures, fittings and appliances in the kitchen of the Scout Hut.

(ii) Transactions

RESOLVED

That the following transactions be approved:-

Payee/Payer	Description	Receipts	Payments
Lloyds Bank	Service Charge		£4.25
Hugo Fox	Direct Debit - Invoice 13174		£11.99
M Clough	March Salary		£359.54
HMRC	March PAYE		£90.00
Cheshire West and Chester Council	PRECEPT	£8,000.00	
Interest	Savings Account	£10.69	
CHALC	Annual Subscription		£116.22
Zurich Municipal	Annual insurance renewal		£484.83
Davenport Accountants	Internal Audit		£136.50
Lloyds Bank	Service Charge		£4.25

HugoFox	Invoice 14038		£11.99
M Clough	April Salary		£359.74
HMRC	April NI		£4.88
HMRC	April PAYE		£89.80
Shires	Payroll April - October 2025		£93.60

(iii) Approval of Payments

RESOLVED

That the following payments be approved:-

Payee/Payer	Details	Expenditure
M Clough	Salary May	Approx. £359.74
HMRC	PAYE May	Approx. £90.00
M Clough	Salary June	Approx. £359.74
HMRC	PAYE June	Approx. £90.00

(iv) Budget Head Expenditure 2025-2026 to 13th May 2025

RESOLVED

That the Budget Head expenditure to 13th May 2025 as detailed below, be approved:-

Budget Head	Total	Budget Allocated	£ Difference
Clerk Salary	£449.54	£5,450.00	£5,000.46
National Insurance	£4.88	£70.00	£65.12
General Admin	£0.00	£100.00	£100.00
Payroll Provider	£93.60	£340.00	£246.40
Internal Auditor	£136.50	£150.00	£13.50
Subscriptions	£120.47	£175.00	£54.53
Information Commissioner	£0.00	£35.00	£35.00
Petrol Expenses	£0.00	£70.00	£70.00
Room Hire	£0.00	£245.00	£245.00
Website Costs	£11.99	£120.00	£108.01
Email Costs	£0.00	£120.00	£120.00
Microsoft Office	£0.00	£60.00	£60.00
Insurance	£484.83	£575.00	£90.17
Training	£0.00	£105.00	£105.00
Poppy Wreaths	£0.00	£30.00	£30.00
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	£0.00	£1,000.00	£1,000.00
Grants	£0.00	£500.00	£500.00
Other Projects	£0.00	£1,000.00	£1,000.00
Projects (CIL)	£0.00	£4,867.15	£4,867.15
	£1,301.81	£10,670.00	£9,368.19

(v) Explanation of Variances

The Clerk reported that there were no variances to report at this meeting.

(vi) Bank Reconciliation as at 13th May 2025

RESOLVED

That the following Bank Reconciliation as at 13th May 2025, be approved:-

Bank Reconciliation 13th May 2025	
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 30th April 2025	£10,356.13
Savings Account (00674201) at 30th April 2025	£13,014.96
Less: any unpresented cheques	
Add: any unbanked cash	
Net bank balances as at 13th May 2025	
The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows	£23,371.09
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	£8,000.00
Add: [Direct] Receipts in the year Savings Account 07572433	£10.69
Less: Payments in the year Current Account 07572433	£1,301.81
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	£23,371.09

(v) Bank Statements

RESOLVED

That the bank statements, and screenshot, as circulated with the report, be received:-
Current Account

- 31st March 2025
- 30th April 2025

12. HIGHWAYS VOLUNTEER SCHEME

RESOLVED

That the adoption of the Cheshire West and Chester Councils Highways Volunteer Scheme be approved and that Councillor Borman be the Lead Self-Help Coordinator.

13. CIL MONIES

Members considered a sign for each of the 6 Hamlets within the Parish. The Chair reported that the sign fell within the remit of the guidelines.

RESOLVED

- That the payment of the sign already produced, in the sum of £42.00 be approved;
- That the Clerk submits an application to the Borough Council for a Street Furniture Licence for 6 signs, each to be installed with 1.2 m galvanised posts.

(i) Telephone Box Repairs

RESOLVED

That the quote circulated with the Agenda from Mintopia, for repairs to the Telephone Box, in the sum of £1,715.69, be approved.

14. LOCAL MONUMENTS AND ITEMS OF HISTORIC OR CULTURAL INTEREST

RESOLVED

That this project be led by Councillor Shadbolt.

15. BICYCLE RACK FOR BUS SHELTER

RESOLVED

- (i) That the illustration of the wall mounted bicycle stand as circulated to Members, be submitted to Cheshire West and Chester Council for its approval;**
- (ii) That if approved by Cheshire West and Chester Council, the Clerk requests a quote from Mintopia to install 5 stands on the A534 side of the bus shelter.**

16. NEIGHBOURHOOD PLAN REVIEW WORKING GROUP

RESOLVED

That consideration of this matter be deferred to a future meeting.

17. HIGHWAYS MATTERS

The Clerk reported on the recent closure of business of Cheshire West and Chester Council's contractor for the purchase of vehicle activated signs. This project could not proceed until further advice was received from the Local Highways Authority, on their new contractor.

Councillor Borman reported that all gullies on the A534 had been dredged, however this had not resolved the flooding problems. The Local Highways Authority had therefore raised a job for the chambers to be cleared.

RESOLVED

That Councillor Borman reports a water leak at Broxton roundabout to the appropriate public bodies.

18. PLANNING MATTERS

The Clerk reported and updated on the following planning matters relating to the Parish Council:-

• 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. **Refused by Planning**

- (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

19. FOOTPATHS / RIGHTS OF WAY

This matter was deferred until further notice.

**20. BOLESWORTH MEETING
RESOLVED**

That Councillor Shadbolt attend the next meeting, as Councillor Borman is not available.

**21. DATE OF NEXT MEETING
RESOLVED**

That the following date for the meetings of the Parish Council for 2025-2026 be approved:-

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

22. URGENT ITEMS

There were no matters for consideration that the Chair felt should be discussed as a matter of urgency.

23. EXEMPT BUSINESS

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

24. THE FIRE ENGINE HOUSE

Councillor Henshall presented an update on this matter.

RESOLVED

That further consideration of the Ecology matters be discussed at the next meeting.