

BROXTON AND DISTRICT PARISH COUNCIL

18th May 2026

Commenced: 7.30 pm

Terminated: 9.00 pm

Present: Councillors Henshall, Houghton, Vaughan and Wild.

Councillor Mike Jones – Cheshire West and Chester Council

There were no Members of the Public in attendance.

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Borman and Rogers.

2. APPOINTMENT OF CHAIR RECOMMENDED

That Councillor Henshall be appointed as the Chair of Broxton and District Parish Council Business for the 2026/2027 Municipal Year.

3. APPOINTMENT OF DEPUTY CHAIR RECOMMENDED

That Councillor Houghton be appointed as the Chair of Broxton and District Parish Council Business for the 2026/2027 Municipal Year.

4. DECLARATIONS OF INTEREST

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

5. MINUTES

That the Minutes of the proceedings of the Meeting of the Parish Council held on 23rd March 2026 were as a correct record and signed by the Chair, subject to the inclusion of the expenditure for surfacing at Duckington Car Park.

6. PUBLIC FORUM

To receive any questions from Members of the Public.

7. 2025-2026 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**

8. GOVERNANCE MATTERS RESOLVED

That the following Governance documents for 2026-2027, as circulated with the Agenda, be approved:-

- (i) Standing Orders**
- (ii) Financial Regulations**
- (iii) Councillor Code of Conduct**

- (iv) **GDPR Policy**
- (v) **IT Policy**
- (vi) **Publication Scheme**
- (vii) **Retention of Documents Policy**
- (viii) **Asset Register – Brown Knowl Telephone Box**
- (ix) **Risk Assessment**

9. APPOINTMENT TO WORKING PARTIES AND INDIVIDUAL RESPONSIBILITIES

RESOLVED

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

Fire Engine House Committee – the Chair, Deputy Chair and Clerk

Parish Signage Working Group – that this Working Group be dissolved

Planning Lead – that this position be dissolved

Highways Lead - the Clerk to ascertain if Councillor Borman wishes to continue, and if not, Councillor Henshall will assume the role.

10. BUDGET AND FINANCE 2026-2027

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
Lloyds Bank	Service Charge		£4.25
HugoFox	Invoice 25047		£11.99
M Clough	March Salary		£371.30
HMRC	March NI		£7.06
HMRC	March PAYE		£92.80
M Clough	Mileage		£44.82
CHALC	Annual subscription		£119.20
	Internal Transfer	£500.00	
Zurich Municipal	Annual Insurance premium		£504.95
	Internal Transfer	£500.00	
Cheshire West and Chester Council	Precept	£9,065.00	
Community Heartbeat Trust	Replacement Battery		£318.00
	Interest	£8.43	
	Internal Transfer		£1,000.00
Lloyds Bank	Service Charge		£4.25
HugoFox	Website costs		£11.99
Davenport Accountants	Internal Audit		£143.35
HMRC	April NI		£7.06
HMRC	April PAYE		£92.80
M Clough	April Salary		£371.30
Shires Accountants	Payroll Fees		£97.20

(ii) Approval of Payments

RESOLVED

That the following payments be approved:-

Payee/Payer	Details	Expenditure
M Clough	Salary May	Approx £371.30
HMRC	PAYE/NI March	Approx £99.86
M Clough	Salary June	Approx. £371.30
HMRC	PAYE/NI June	Approx. £99.86
Lloyds Bank	Service Charge May	£4.25
Lloyds Bank	Service Charge June	£4.25
HugoFox	Website hosting May	£11.99
HugoFox	Website hosting June	£11.99

(iii) Budget Head Expenditure 2026-2027

RESOLVED

That the following Budget Head expenditure to 7th May 2026, be approved:-

Budget Head	Total	Budget Allocated	£ Difference
Clerk Salary	£464.10	£5,750.00	£5,285.90
National Insurance	£7.06	£80.00	£72.94
General Admin	£4.25	£50.00	£45.75
Payroll Supplier	£97.20	£340.00	£242.80
Internal Auditor	£143.35	£150.00	£6.65
Subscriptions	£119.20	£175.00	£55.80
Information Commissioner	£0.00	£50.00	£50.00
Petrol Expenses (Notices x 6/year)	£44.82	£75.00	£30.18
Room Hire	£0.00	£245.00	£245.00
Website Costs	£11.99	£150.00	£138.01
Email Costs	£2.99	£150.00	£147.01
Microsoft Office	£0.00	£90.00	£90.00
Insurance	£504.95	£575.00	£70.05
Training	£0.00	£105.00	£105.00
S137 - Poppy Wreaths	£0.00	£30.00	£30.00
Elections	£0.00	£275.00	£275.00
Defibrillator Maintenance	£318.00	£175.00	-£143.00
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	£8,163.71	£8,163.71
Excluding CIL Income and Expenditure	£1,717.91	£11,065.00	£9,347.09
Including CIL Income and Expenditure	£1,717.91	£19,228.71	£17,510.80

(iv) CIL Money Income and Expenditure

The Parish Council noted that the Report had been returned to Cheshire West and Chester Council and was displayed on the Parish Council's Website.

(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

• **2025-2026:-**

Mintopia	Notice Board Refurbishment	£622.36
Mintopia	Brown Knowl Bench Refurbishment	£113.50
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
Duckington Car Park	MOT	£830.40

• **2026-2027:-**

No expenditure to date. CIL monies available = **£8,163.71**

(v) Explanation of Variances

There were no variances to report to this meeting.

(vi) Bank Reconciliation as at 7th May 2026

RESOLVED

That the following Bank Reconciliation as at 7th May 2026, be approved:-

Bank Reconciliation 7th May 2026	
BROXTON AND DISTRICT PARISH COUNCIL	
Financial year ending 31 March 2027	
Prepared by: Muna Clough, Parish Clerk & RFO	
Balance per bank statements	
Current Account (07572433) at 30th April 2026	£7,901.55
Savings Account (00674201) at 30th April 2026	£20,037.75
Less: any unpresented cheques	
Current Account (07572433)	£97.20
Savings Account (00674201)	
Add: any unbanked cash	
Current Account (07572433)	
Savings Account (00674201)	
Net bank balances as at 7th May 2026	
The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows	£27,842.10
CASH BOOK	
Opening Balance at 1st April 2026 Current Account 07572433	£457.26
Opening Balance at 1st April 2026 Savings Account	£20,029.32
Receipts in the year Current Account 07572433	£9,065.00

Receipts in the year Savings Account	£8.43
Payments in the year Current Account 07572433	£1,717.91
Payments in the year Savings Account	£0.00
Closing balance per cash book [receipts and payments book] must equal net bank balances above	£27,842.10

(vi) Bank Statements

RESOLVED

That the following Bank Statements, as circulated with the Report, be approved:-

(a) Current Account

- 31st March 2026
- 30th April 2026

(b) Savings Account – Transactions to 30th April 2026

11. HIGHWAYS MATTERS

Councillor Henshall updated on the following matters:-

Interactive sign
Signs into parish on A41
New signs on A534
Village signs
Lack of signage on A534
Boundary stones

RESOLVED

That the report be noted.

12. PLANNING MATTERS

The Parish Council considered the following planning matters:-

(i) Final Draft Local List Supplementary Planning Document Consultation

- **New Planning Application**

(ii) Reference Number: 26/00992/FUL

Site Address: **Ivy Cottage and 2 Meadow View Hill Lane Brown Knowl Broxton Chester Cheshire CH3 9HT**

Proposal: **Two storey rear and side extension to Ivy Cottage with first floor extension to No 2 Meadow View**

RESOLVED

That the Parish Council considers this application is in keeping with the local area and in accordance with the Neighbourhood Plan.

- **No Comments Submitted**

(iii) Reference Number: 26/00630/FUL

Site Address: **Peel Cottage 4 The Old Police Station Barnhill Road Broxton Chester CH3 9JZ**

Proposal: **Demolition of existing garage and erection of new garage**

- **Decided Planning Application**

(iv) Appeal Ref: 6002504

Application Ref is 25/02083/FUL.

Sherrington House, Sherrington Lane, Broxton, Chester CH3 9JU

The appeal is made under section 78 of the Town and Country Planning Act 1990 (as amended) against a refusal to grant planning permission.

The development proposed is erection of a building to accommodate garage space, home office and home cinema room.

Appeal dismissed.

13. BOLESWORTH MEETING

There were no updates to report to the meeting.

14. TELEPHONE KIOSKS

The Chair presented updates on the following:-

- (i) **Brown Knowl Telephone Kiosk** – an application for its adoption had now been submitted and the fee had been paid. The defibrillator battery had finally arrived after a number of months.
- (ii) **Harthill Telephone Kiosk** – this kiosk required significant restoration work, but was considered to be of value as a local heritage asset.

RESOLVED

- (i) **That the Clerk be authorised to make an application to adopt Harthill Telephone Kiosk;**
- (ii) **That the Clerk be authorised to submit an application for £1,500 towards the refurbishment of the telephone box from the ward monies of Councillor Mike Jones.**

15. THE LOCAL HILLS

The Chair asked the Parish Council for any suggestions to make improvements to the local area.

RESOLVED

That the report be noted.

16. DATE OF NEXT MEETINGS

The Parish Council confirmed the following dates for the meetings of the Parish Council for 2026-2027:-

Monday, 27th July 2026 at 7.30 pm

Monday, 28th September 2026 at 7.30 pm

Monday, 23rd November 2026 at 7.30 pm

Monday, 25th January 2027 at 7.30 pm

Monday, 22nd March 2027 at 7.30 pm

Monday, 24th May 2027

- Annual Parish Meeting at 7.00 pm
- Annual Meeting of the Parish Council at 7.30 pm

17. URGENT ITEMS

The Chair reported that the following item of business required consideration as a matter of urgency, as it would provide a valuable resource for the community.

18. WIFI

The Parish Council recognised that internet access in the area was currently very limited, and was keen to help improve connectivity for the local community. The Members agreed that the Clerk should explore the possibility of installing WiFi in Brown Knowl Methodist Church. The Parish Council would be happy to cover both the installation costs and the ongoing monthly charges for the service. In return, the Parish Council would ask if the Church would consider offering free room hire as part of this arrangement, for its bi-monthly meetings.

RESOLVED

That the Clerk writes to Brown Knowl Methodist Church to ask them for their thoughts, and permission for this proposal.

19. BOOKS IN BUS SHELTER

RESOLVED

That Councillor Henshall to inspect the current provision of books, and remove any books that were no longer usable/fit for purpose.

20. EXEMPT BUSINESS

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

21. THE FIRE ENGINE HOUSE

The Parish Council received an update on this matter.

RESOLVED

That the update be noted and the matter pursued.