

BROXTON AND DISTRICT PARISH COUNCIL

27th November 2023

Commenced: 7.30 pm

Terminated: 21.55 pm

**Present: Councillor Williams (Chair)
Councillors Bell, Borman, Henshall, Houghton, Poole, Shadbolt and Wild
Councillor Jones (Cheshire West and Chester Councillor)**

Mrs M Clough – Clerk and Responsible Financial Officer

Also in attendance were 5 Members of the Public

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Vaughan.

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 25th September 2023 were approved as a correct record and signed by the Chair.

In relation to Minute 10, Councillor Shadbolt clarified that the matter under consideration was the dissolution of the three Parishes, to make the Council one Parish.

Further to Minute 14, Councillor Shadbolt requested that the venue of the informal meeting was recorded as the Sandstone Inn.

Further to Minute 11(i) a query was raised over the salary of the former Clerk. Mrs Clough agreed to look into this and advise Members.

4. PUBLIC FORUM

Members of the Public raised concerns over the poor condition of Reading Room Lane and the detrimental impact of the mud and flooding to residents which restricted their access for bicycles, walkers and children who could not access the village hall or tennis courts. Furthermore, the potholes were not visible and could severely damage small cars.

Councillor Shadbolt reported that during her participation in the daffodil bulb planting scheme, she had been approached by parishioners who wished to refer the following to the Parish Council:-

- The possibility of damage to a roadside verge on which daffodil bulbs were planted;
- Traffic calming on the A534;
- Funding for speed cameras from the Police and Crime Commissioner;
- The roadside verge by the green Openreach Box on the A534 near the junction of Harthill Road.

Members of Bickerton Tennis Club attended the meeting, seeking a donation towards the purchase of new lights for the Tennis Court.

RESOLVED

- That consideration be given to the roadside verge by the green Openreach Box on the A534, at the next meeting;**
- That further consideration be given to the application for a donation of grant funding for new lights by Bickerton Tennis Club, at the next meeting.**

5. FINANCES AND BUDGET 2023-2024

(i) Budget Expenditure at 14th November 2023

The Clerk reported that the total Budget expenditure at 14th November 2023 was £4,884.50, which was within the income received by the Parish Council.

Members agreed that they wished the Budget Heads to be further defined, and the Clerk agreed to provide this for the next meeting.

(ii) Request for Grant Funding

Councillor Henshall declared his interest in the request for funding from the Bickerton Tennis Club, as he was a member of the Club. This matter was considered under Minute 4 (above).

(iii) Payments for Approval

The Clerk requested approval to pay the following:-

Ref	Budget Head	Payee	Item	£
9 (Nov)	Elections	Cheshire West and Chester	Election Fees	£273.75
11 (Nov)	Clerk Salary	Clerk	Salary inc. Backpay	£260.20
12 (Nov)	Clerk Salary	HMRC	PAYE	£65.00
December	Clerk Salary	Clerk	Salary	To report in January
December	Clerk Salary	HMRC	PAYE	To report in January

(iv) Bank Reconciliation - 14th November 2023

The Clerk presented the bank reconciliation at 14th November 2023 as follows:

Bank Reconciliation 14th November 2023	
BROXTON AND DISTRICT PARISH COUNCIL	
Financial year ending 31 March 2023	
Prepared by: Muna Clough, Parish Clerk & RFO	
Balance per bank statements as at 14th November 2023	
Current Account (07572433)	£17,351.51
Reserve Account	
Less: any unrepresented cheques (payments)	£187.00
Add: any unbanked cash	None
Net bank balances as at 14th November 2023	£17,164.51
The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows	
CASH BOOK	
Opening Balance	£13,496.33
Add: Receipts in the year	£8,552.68
Less: Payments in the year	£4,884.50
Closing balance per cash book [receipts and payments book] must equal net bank balances above	£17,164.51

(v) National Pay Award for Local Government Services

Members noted that following the National Pay Award for Local Government Services, the Clerk's salary at SCP 22 was now £16.30 per hour.

6. PRECEPT

Members gave consideration to the 2024-2025 Precept and agreed to consider this further at a Budget Allocation Meeting, which would be arranged by the Clerk following receipt of the taxbase from Cheshire West and Chester Council. The Budget Allocation Meeting would consider a full review of the Budget Heads for the 2024-2025 Financial Year, so that an appropriate Precept could be agreed.

RESOLVED

That a Budget Allocation Meeting be arranged following receipt of the taxbase from Cheshire West and Chester Council to discuss and agree the following:-

- (i) A full review of the Budget Heads for the 2024-2025 Financial Year;**
- (ii) The 2024-2025 Precept.**

7. CHRISTMAS EVENTS

Members considered the following:-

- (i) Christmas Trees for each ward were to be provided by Bolesworth Estate and delivered to Councillor Wild who would transport them to the relevant locations in each individual Parish. Members noted that the Clerk had thanked Bolesworth for this kind gesture;
- (ii) The Christmas Tree Decorating Day in each Parish was at 10.00 am on 10th December 2023. Festive refreshments would be provided. The events would be advertised on the Broxton Facebook Group.
- (iii) Carol Service - Councillor Poole would enquire of a lady who ran a choir and feedback on availability to the Members, so that a suitable date could be arranged. When a date was agreed, Councillor Williams would create an advertising leaflet.

RESOLVED

- (i) That approval be given to the Clerk to spend in the region of £100.00 to purchase three sets of outdoor Christmas Tree lights, to be delivered to Councillor Wild.**
- (ii) That approval be given to the printing of advertising leaflets when the arrangements for the Carol Service are agreed.**

8. NEIGHBOURHOOD PLAN REVIEW WORKING GROUP

Members discussed a Review of the Neighbourhood Plan.

RESOLVED

- (i) That a Working Group be established to Review the Neighbourhood Plan.**
- (ii) That the following Membership of the Working Group be approved:-**
Councillor David Williams – Broxton Parish
Councillor Mark Henshall – Harthill Parish
Mr John Mann – Representative of Duckington Parish
Rebecca Dakin – Adviser
- (iii) That the Terms of Reference of the Neighbourhood Plan Review Working Group, as appended to these Minutes, be approved.**

9. FIRE ENGINE HOUSE

Members discussed the future of the Fire Engine House, and agreed that a number of options should be considered before a final decision was made.

RESOLVED

That in the first instance, the Clerk explores the option of a Full Repairing Lease with the current tenant, and reports back to a meeting of the Parish Council with the outcome of this proposal.

10. FOOTPATHS PROJECT

RESOLVED

Members agreed to further consider this project in the new year.

11. READING ROOM LANE

Members discussed concerns regarding the condition of the verges and the highway at the location of Reading Room Lane.

The highway was owned jointly by Cheshire East Council and also by Cheshire West and Chester Council, as part of its location was in Bickerton Parish Council. Whilst it was recognised that the majority of the concerns related to the highway in Cheshire East, Members agreed that a joint approach involving representatives from both County Councils, would expedite progress to resolve the concerns.

In facilitating a joint meeting, Councillor Jones agreed to make contact with the appropriate officers from both County Councils. He would then pass the details to the Clerk who would make arrangements for the meeting to take place. Councillors Jones and Henshall agreed to attend the meeting, and it was agreed that an invitation be extended to Councillor Vaughan.

RESOLVED

That the Clerk arranges a joint meeting involving officers from Cheshire West and Chester, and also Cheshire East Councils, Councillors Jones and Henshall, inviting Councillor Vaughan, following receipt of appropriate contacts from Councillor Jones, as detailed above.

12. A41 BROXTON/A534

Councillor Jones reported on contact made with Cheshire West and Chester Council relating to measurements that he had taken to support the request and implementation of appropriate road markings on the A41 Broxton/A534.

Councillor Borman referred to her daily telephone calls made to Cheshire West and Chester Council in an attempt to address blocked drains which were causing flooding (References: HW555861195 & HW477011020). She added that she was now working with Councillor Jones to request a resurfacing of the full road.

RESOLVED

1. That the Clerk contacts J Black (Head of Highways) to:-

- (a) Report flooding concerns outside Our Cottage, CH3 9JH and Phillips Park.**
- (b) Ask for solutions to prevent parking at the A534 Harthill Brown Knowl junction, including the installation of low level barriers, as parked vehicles were causing visibility restrictions.**

2. That the Clerk contacts the Police and Crime Commissioner to request an update on the Camera Trials.

13. COMMUNITY EMERGENCY PLAN

Councillor Borman proposed the introduction of a Broxton and District Emergency Plan.

RESOLVED

That the Clerk works with Councillor Borman on implementing this initiative.

14. PLANNING APPLICATIONS

The Parish Council considered the following:-

(i) New Planning Applications

- **Ref: 23/03311/LBC** - 1 Broxton Hall Mews Whitchurch Road Broxton Chester CH3 9JS. External alterations to replace existing rear window and patio doors with new patio doors, change side door with a window and replace rear patio with new raised patio area. Members did not submit any comments relating to this planning application.
- **Ref: 23/03358/FUL** - Firbeck Old Coach Road Broxton Chester Cheshire CH3 9JL. Single storey rear extension, conversion of garage, rear raised decking area and pitched roof to replace existing garage flat roof. Members did not submit any comments relating to this planning application.

(ii) Recent Planning Decisions

The Clerk reported that she had received notification from Cheshire West and Chester Council that Community Infrastructure Levy (CIL) funding had been received in the sum of £1923.81 from planning application 23/00290/S73 Phillips Park Salters Lane Broxton Chester CH3 9JH for the demolition of existing three bedroomed dwelling and erection of new 5 bedroomed dwelling - Variation of Condition 2 of 21/00187/FUL. As the Parish had a made Neighbourhood Plan, 25% of the CIL was to be forwarded to the Parish Council to spend on Parish improvements.

Members discussed the possibility of additional CIL monies, due to further developments at Cuckoo Hill and Mount View Cottages.

RESOLVED

- (i) **That the Clerk enquires about the possibility of CIL monies from additional developments in the Parish;**
- (ii) **That consideration be given to the allocation of the CIL monies at the next meeting of the Parish Council.**

15. BOLESWORTH ESTATE

Councillors Williams and Borman reported on the recent meeting with Bolesworth Estate held on 20th November 2023 and referred to the following:-

- The Harthill Planning update
- The Events Licence
- Concerns over the lighting and acoustic screening

RESOLVED

That the comments of the Parish Council be forwarded to Cheshire West and Chester Planning Department, requesting thorough consideration of adequate lighting and acoustic screening, during the period of the Bolesworth Christmas events.

16. DATE OF NEXT MEETING

Members noted that the date of the next meeting of the Broxton and District Parish Council would be held on Monday, 29th January 2024.

RESOLVED

Members agreed that Cheshire Wildlife Trust be invited to speak during the Public Forum of the next meeting, about their organisation and activities, and the Parish Council agreed to donate £50.00 to the Trust.

17. URGENT ITEMS

The Chair wished to notify Members that he had been informed of a consultation on transport in the rural area which was timely in that it followed the DfT approval of the reopening of the station at Beeston.

RESOLVED

That this consultation be considered at the next meeting.

Broxton and District Parish Council
Neighbourhood Plan Review Working Party
Terms of Reference

1. Purpose:

To review the Broxton and District Parish Council Neighbourhood Plan, adopted in November 2016 and make recommendations to the Parish Council in relation to any updates or amendments required for legal requirements, due to the passing of time and changes in the Parish Council area.

2. Membership:

The Working Party shall comprise:

- (i) Two Councillors as nominated by the Parish Council:-
Councillor David Williams (Broxton Parish) and
Councillor Mark Henshall (Harthill Parish)
- (ii) The following individuals/representatives of community groups:-
Mr John Mann – Representative of Duckington Parish
Rebecca Dakin – Adviser

3. Quorum:

Three

4. Lead Councillor:

The Lead Councillor is Councillor Williams (agreed by the Parish Council). The Lead Councillor will be the spokesperson at meetings of the Parish Council.

5. Meetings:

This Review will be a maximum of 3 months duration. Meetings will be determined on need, and may be held either virtually or in person as agreed by the Members.

6. Governance:

The Working Party:

- (i) has no delegated powers or authorities;
- (ii) reports to the Parish Council;
- (iii) that the Review will be considered in line with the Cheshire West and Chester Local Plan;
- (iv) will act at all times in accordance with the Council's Standing Orders, Code of Conduct, Financial Regulations, GDPR & Freedom of Information Act 2000.

These Terms of Reference were approved by the Parish Council on 27th November 2023