

# **BROXTON AND DISTRICT PARISH COUNCIL**

**27<sup>th</sup> January 2025**

**Commenced: 7.30 pm**

**Terminated: 8.50 pm**

**Present: Councillor Williams (Chair)  
Councillors Bell, Haughton, Henshall, Rogers, Shadbolt and Wild**

**Councillor Mike Jones – Cheshire West and Chester Council**

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

**There were 6 Members of the Public in attendance.**

## **1. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Borman and Vaughan.

## **2. DECLARATIONS OF INTEREST**

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

## **3. MINUTES**

The Minutes of the proceedings of the Meeting of the Parish Council held on 25<sup>th</sup> November 2024 were approved as a correct record and signed by the Chair.

In relation to Minute 5, it was confirmed that Councillor Williams abstained from voting.

## **4. PUBLIC FORUM**

The agent of the applicants of two planning applications (Minute 13(i) and (ii) The Spinney and Cherry Tree Cottage) was in attendance. He reported that he would answer any questions, if necessary.

## **5. TILSTON PLAYING FIELD ASSOCIATION**

Members received a presentation from Mrs Graham the Chair of Tilston Playing Field Association, and Richard Bowden together with a request for grant funding.

Tilston Playing Field was used by people from outside the immediate community, due to its excellent facilities, particularly the Pump Track. The costs of maintenance had escalated and a recent ROSPA inspection had flagged some necessary works.

## **RESOLVED**

**That a Grant in the sum of £500.00 to the Tilston Playing Field Association be approved, following receipt of a Grant Application Form.**

## **6. NATIONAL TRUST**

Further to the last meeting, Members noted that the Clerk had extended an invitation to the National Trust to attend this meeting but had not received a response. She had sent a follow up email, and had still not received a response.

Councillor Wild agreed to chase this matter.

## **RESOLVED**

**That the report be noted.**

## 7. BUDGET AND FINANCE 2024-2025

Members considered a report of the Clerk and Responsible Financial Officer on the following matters:-

### (i) Applications for Financial Assistance

Please refer to Minute 5.

### (ii) Transactions

#### RESOLVED

That the following transactions be approved:-

Payee/Payer	Description	Receipts	Payments
	Interest – Savings Account	£8.62	
Hugo Fox	Direct Debit - Invoice 10083		£11.99
M Clough	November Salary		£449.98
HMRC	November PAYE		£112.40
M Clough	Petrol Reimbursement		£33.61
	Interest – Savings Account	£9.94	
Community Heartbeat	Defibrillator Pads		£146.34
Hugo Fox	Direct Debit - Invoice 10811		£11.99
M Clough	December Salary		£359.54
HMRC	December PAYE		£90.00

### (iii) Approval of Payments

#### RESOLVED

That the following payments be approved:-

Payee/Payer	Details	Expenditure
M Clough	Salary January	Approx. £359.54
HMRC	PAYE January	Approx. £90.00
M Clough	Salary February	Approx. £359.54
HMRC	PAYE February	Approx. £90.00

### (iv) Budget Head Expenditure 2024-2025

#### RESOLVED

That the following Budget Head expenditure, to 31st December 2024, be approved:-

Budget Head	Total	Budget Allocated	£ Difference
Clerk Salary	£4,078.46	£5,274.00	£1,195.54
Office Allowance	£0.00	£0.00	£0.00
General Admin	£860.92	£500.00	-£360.92
Room Hire	£200.00	£215.00	£15.00
Website Costs	£441.66	£500.00	£58.34
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	£0.00	£500.00	£500.00
Projects	£273.24	£1,000.00	£726.76
Projects (CIL)	£0.00	£4,867.15	£4,867.15
	<b>£6,652.35</b>	<b>£14,073.00</b>	<b>£12,287.80</b>

**(v) Explanation of Variances**

Members agreed that they would consider any virements of funds to accommodate any Budget Head variances when they discussed the Budget for 2025-2026.

**(vi) Bank Reconciliation as at 31<sup>st</sup> December 2024**

**RESOLVED**

**That the following Bank Reconciliation as at the 31<sup>st</sup> December 2024, be approved:-**

<b><u>Bank Reconciliation 31st December 2024</u></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 31st December 2024	£5,564.78
Savings Account (00674201) at 31st December 2024	£12,971.90
Less: any unpresented cheques	
Add: any unbanked cash	
<b>Net bank balances as at 31st December 2024</b>	
<b>The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows</b>	<b>£18,536.68</b>
<b><u>CASH BOOK</u></b>	
Opening Balance at 1st April 2024 Current Account 07572433	£14,563.97
Opening Balance Savings Account	£0.00
Add: Receipts in the year Current Account 07572433	£10,606.50
Add: [Direct] Receipts in the year Savings Account 07572433	£18.56
Less: Payments in the year Current Account 07572433	£6,652.35
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>£18,536.68</b>

**(vii) Bank Statements**

**RESOLVED**

**That the Bank Statements for the Treasurer's Account dated 30<sup>th</sup> November 2024 and 31<sup>st</sup> December 2024 and the Screenshot of the Balance and Transactions for the Savings Account, as at 31<sup>st</sup> December 2024, and circulated with the report, be received.**

**8. BUDGET AND PRECEPT REPORT 2025-2026**

Members considered the Budget and Precept Report for 2025-2026.

Detailed discussions ensued regarding the level of increase to be applied, and the impact on residents.

#### **RESOLVED**

- (i) That the 2025-2026 Budget, as appended to these Minutes, be approved;
- (ii) That on behalf of the Parish Council, the Clerk and Responsible Financial Officer submits a Precept request for 2025-2026 in the sum of £8,000.00 to Cheshire West and Chester Council, for a sum agreed by the Parish Council;
- (iii) That Davenport Accountants is contracted as the Parish Council's Internal Auditor;
- (iv) That Shires Accountants is contracted as the Parish Council's Payroll Provider for 2025-2026.

#### **9. CIL MONIES**

The Clerk reported on the following actions, agreed at the last meeting, regarding the expenditure of the Community Infrastructure Levy funds in the sum of £4,867.15:-

- (i) The Clerk had accepted the quote from Mintopia in the sum of £622.00 to refurbish the three Notice Boards;
- (ii) The Clerk had submitted an application for a Street Furniture Licence to Cheshire West and Chester Council for bicycle racks to be installed on the Bus Shelter.

Members also considered the following matters that were deferred at the last meeting:-

- (iii) Councillor Henshall reported that no progress had been made with Mr Stuart Bateman, Principal Engineer at Cheshire West and Chester Council regarding Welcome Boards and Vehicle Activated Signs. This would be pursued.
- (iv) Councillor Henshall presented suggestions for Hamlet signs.
- (v) Councillor Bell advised that he had no progress to report on the footpaths.
- (vi) Councillor Wild reported on a request for a Defibrillator to be located at Ivy Farm Lane. Members did not consider this to be a suitable location, but the Chair agreed to ascertain whether there was a defibrillator located in Broxton and report back to the next meeting.

#### **RESOLVED**

**That a Broxton and District Signage Working Party be established involving Councillors Williams, Henshall and Bell, to consider and propose area improvements that will be reported back to meetings of the Parish Council.**

#### **10. IMPACT OF WEATHER CONDITIONS**

The Chair reported on concerns regarding the impact of the weather conditions in the local area. There were particular issues with ice and the Chair sought Members opinions on the provision of grit boxes.

#### **RESOLVED**

**That Members to email the Clerk on the number and location of grit bins in the Parish.**

#### **11. NEIGHBOURHOOD PLAN REVIEW WORKING GROUP**

Councillor Henshall advised that there were no updates on this matter. The Clerk added that she would look at the provision of a grant for this work.

Councillor Jones reported that the required number of houses for the Borough, due to the new Government, had risen from 1000 to 1900 houses per year. This meant that the current housing supply has reduced from 11 years supply to 2.5 years supply. He added that the greenbelt was now vulnerable, and a substantial number of applications had already been received for building on the greenbelt.

## **RESOLVED**

**That the report be noted.**

### **12. HIGHWAYS MATTERS**

Councillor Henshall reported that a number of highway signs were obstructed by foliage.

Councillor Shadbolt referred to the BT box located by the Sandstone Inn at the Harthill junction on the A534, which was obscuring the visibility of drivers at the junction. The Clerk agreed to report this to the Highways Authority.

## **RESOLVED**

**That these matters be considered at the next meeting of the Parish Council.**

### **13. PLANNING MATTERS**

#### **Planning Applications**

Members considered the following planning matters:-

- **New Application**

- (i) **Reference Number:** 24/03748/FUL

**Site Address:** The Spinney Dark Lane Duckington Malpas SY14 8LQ

**Proposal:** Re-roofing works (replacement thatch with tiles) and installing 5 no. rooflights, works to include removal of chimney stack.

## **RESOLVED**

**No observations be submitted by the Parish Council.**

- **Comments submitted under Standing Orders**

Members noted the comments submitted to the Local Planning Authority, in line with Standing Orders, relating to the following planning application:-

- (ii) **Reference Number:** 24/03661/FUL

**Site Address:** Cherry Tree Cottage Broomhill Lane Broxton Chester CH3 9LB

**Proposal:** Single storey front porch and rear extensions, new side window to West Gable, new side gate/fences and replacement oil tank

Comments of Broxton and District Parish Council:-

That the Parish Council's comments submitted under the Standing Orders, in respect of planning reference number 24/03661/FUL, be approved.

- **Decided Planning Applications**

- (iii) **Reference Number:** 24/01925/FUL

**Site Address:** 1 - 4 The Green Harthill Lane Harthill Chester CH3 9LH

**Proposal:** Change of use from C3 to Leisure Accommodation (Sui Generis) and associated works including demolition of existing outbuildings and rear extension to properties 1 and 2, erection of new rear single storey extensions to properties 1-2 and 3-4, internal and external alterations to properties 1-2 and 3-4 and associated car parking.

**Status:** Approved

- (iv) **Reference Number:** 24/01926/LBC

**Site Address:** 1 - 4 The Green Harthill Lane Harthill Chester CH3 9LH

**Proposal:** Change of use from C3 to Leisure Accommodation (Sui Generis) and associated works including demolition of existing outbuildings and rear extension to properties 1 and 2, erection of new rear single storey extensions to properties 1-2 and 3-4, internal and external alterations to properties 1-2 and 3-4 and associated car parking.

**Status:** Approved

#### **14. AREA MATTERS**

- **Parking Facilities**

Further to Minute 13 of the last meeting, the Chair reported that he had been unable to speak to Bolesworth Estate on this matter, nor had he been able to speak to the Landlord of the Sandstone Inn. He would continue to attempt to make contact.

#### **RESOLVED**

**That the report be noted.**

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

Members noted that Councillor Bell had already reported that he had been unable to progress this matter.

#### **RESOLVED**

**That the report be noted.**

#### **16. DATE OF NEXT MEETING**

The Members noted that the date of the next meeting of the Broxton and District Parish Council was Monday, 24<sup>th</sup> March 2025.

#### **17. URGENT ITEMS**

The Chair reported that there were no items that required consideration as a matter of urgency.

#### **18. EXEMPT BUSINESS**

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

#### **19. THE FIRE ENGINE HOUSE**

Councillor Henshall reported on the up-to-date position regarding this matter.

#### **RESOLVED**

**That the report be noted.**

## BROXTON AND DISTRICT PARISH COUNCIL

## BUDGET 2025-2026

<b>Budget Head</b>	<b>Budget for 2025-2026</b>
Clerk Salary	£5,450.00
National Insurance	£70.00
General Admin	£100.00
Payroll Provider	£340.00
Internal Auditor	£150.00
Subscriptions CHALC Cheshire Community Action Cheshire Footpaths Association	£175.00
Information Commissioner	£35.00
Petrol Expenses (Notices x 6/year)	£70.00
Room Hire	£245.00
Website Costs	£120.00
Email Costs	£120.00
Microsoft Office	£60.00
Insurance	£575.00
Training	£105.00
S137 - Poppy Wreaths	£30.00
Elections	£275.00
Defibrillator Maintenance	£150.00
Planting	£100.00
Fire Engine House	£1,000.00
Grants	£500.00
Other Projects	£1,000.00
Projects (CIL) (not included in Budget planning)	£4,867.15
	<b>£10,670.00</b>