

BROXTON AND DISTRICT PARISH COUNCIL

22nd September 2025

Commenced: 7.30 pm

Terminated: 8.40 pm

**Present: Councillor Henshall (Chair)
Councillors Borman, Houghton, Rogers, Shadbolt and Wild.**

Councillor Mike Jones – Cheshire West and Chester Council

There were two members of the public in attendance.

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Vaughan (official duties).

RESOLVED

That Councillor Vaughan be appointed as the Parish Council's representative on the Bickerton Village Hall Committee.

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 28th July 2025 were approved as a correct record and signed by the Chair.

4. PUBLIC FORUM

- (i) A member of the public referred to Item 6, Social Media page. He agreed to administer this page with Councillor Borman.

RESOLVED

That Mr David Williams and Councillor Borman continue to administer the Parish Council's Facebook page.

- (ii) Councillor Jones referred to a meeting to be held on 1st October, to discuss a local collection point for waste blister packs. The Chair agreed to attend the meeting if he was available.

5. BUDGET AND FINANCE 2025-2026

The Parish Council considered a report of the Clerk and Responsible Financial Officer on the following:-

(i) Transactions

RESOLVED

That the following transactions be approved:-

Payee/Payer	Description	Receipts	Payments
	Interest	£7.50	
Lloyds Bank	Service Charge		£4.25
HugoFox	Invoice 16613		£11.99
Information Commissioner	Annual Fee		£47.00
HMRC	July NI		£4.88
HMRC	July PAYE		£90.00
M Clough	July Salary		£359.54
M Clough	Petrol Reimbursement		£44.82

Mintopia	Notice Board Refurbishment		£622.36
Mintopia	Brown Knowl Bench Refurbishment		£113.50
Barriers Direct	Bicycle Racks		£253.86
	Interest	£8.25	
Mintopia	Bus Shelter Refurbishment		£521.44
Mintopia	Dukington Bench Refurbishment		£145.00
Lloyds Bank	Service Charge		£4.25
HugoFox	Invoice 17538		£11.99
HMRC	August NI		£15.80
HMRC	August PAYE		£104.40
M Clough	August Salary		£417.94
Unicorn Restorations	Telephone Box restoration parts		£1,140.82
M Clough	Reimbursement for CloudNext Fee		£59.98

(ii) Approval of Payments

RESOLVED

That the following payments be approved:-

Payee/Payer	Details	Expenditure
M Clough	Salary September	£371.30
HMRC	PAYE/NI September	£99.86
M Clough	Salary October	Approx. £371.30
HMRC	PAYE/NI October	Approx. £99.86

(iii) Budget Head Expenditure 2025-2026

RESOLVED

That the following Budget Head expenditure to 14th September 2025 be approved:-

Budget Head	Total	Budget Allocated	£ Difference
Clerk Salary	£2,320.50	£5,450.00	£3,129.50
National Insurance	£35.32	£70.00	£34.68
General Admin	£44.82	£100.00	£55.18
Payroll Provider	£93.60	£340.00	£246.40
Internal Auditor	£136.50	£150.00	£13.50
Subscriptions	£137.47	£175.00	£37.53
Information Commissioner	£47.00	£35.00	-£12.00
Petrol Expenses	£0.00	£70.00	£70.00
Room Hire	£180.00	£245.00	£65.00
Website Costs	£59.95	£120.00	£60.05
Email Costs	£59.98	£120.00	£60.02
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	£500.00	£500.00	£0.00

Other Projects	£42.00	£1,000.00	£958.00
Projects (CIL)	£2,796.98	£4,867.15	£2,070.17
	£6,938.95	*£10,670.00	£6,528.03

*Excluding CIL Monies

(iv) Explanation of Variances

RESOLVED

That the sum of £12.00 be vired from the Internal Auditor Budget to the Information Commissioner Budget.

(v) Bank Reconciliation as at 14th September 2025

RESOLVED

That the following Bank Reconciliation as at 14th September 2025, be approved:-

Bank Reconciliation 14th September 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 31st August 2025	£5,919.79
Savings Account (00674201) at 31st August 2025	£13,048.29
Less: any unpresented cheques	£1,200.80
Add: any unbanked cash	£7.22
Net bank balances as at 14th September 2025	
The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows	£17,774.50
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	£51.24
Less: Payments in the year Current Account 07572433	£6,938.95
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	£17,774.50

(vi) Bank Statements

RESOLVED

That the following bank statements and screenshot, as circulated with the Report, be received:-

Current Account

- 31st July 2025

- **31st August 2025**

Savings Account – Screenshot

6. SOCIAL MEDIA PAGE

Please refer to Minute 4.

7. ASSET REGISTER 2025-2026

Members discussed the existing Assets and the possibility of adopting the telephone kiosk at Harthill, to house another community defibrillator.

RESOLVED

- (i) **That the Asset Register 2025-2026, as detailed in the Appendix, be approved.**
- (ii) **That the Clerk investigates the possibility of adopting the telephone kiosk located at The Green, Harthill Lane.**

8. FORWARD PLANNING - PROJECTS

The Chair asked Members to consider and approve any projects for the Parish, including projects to support the National Trust activities on land within the Parish:-

RESOLVED

That the following potential projects be considered at the next meeting, together with provisional costs:-

- **Renovation of Harthill phone box if the Parish Council could purchase;**
- **Installation of a Map Board/s;**
- **Repurposing the old Parish Council Notice Board as a Community Notice Board;**
- **A Community Produce Exchange which would require an adequate cabinet;**
- **A Community Wifi Hub in the telephone kiosk located at Brown Knowl;**
- **The relocation of the Brown Knowl post box;**
- **The introduction of a stumpery;**
- **The introduction of a Community space with picnic benches;**
- **Remedial work to trees and hedges in Brown Knowl;**
- **Provision of log seating on the hill (overlooking the Parish)**
- **Provision of bird/bat boxes;**
- **Provision of dog litter bins;**
- **Provision of stone to restore Duckington Lane Car Park.**

9. HIGHWAYS MATTERS

Councillor Borman reported on concerns regarding some areas of road surface.

RESOLVED

That Councillor Borman be authorised to draft an email explaining in detail the areas of concern and provide appropriate photos, and the Clerk be authorised to submit the comments to the Local Highways Department, on behalf of the Parish Council.

10. PLANNING MATTERS

The Parish Council considered the following planning applications:-

- **Applications considered under the Standing Orders**
- (i) **Reference Number: 25/02181/FUL**
Proposal: Demolition of existing garage and erection of replacement garage and workshop.
Site Address: The Pines Allmans Lane Duckington Malpas SY14 8LH
Decision of Parish Council – No comments were submitted.

- (ii) Reference Number: **25/02083/FUL**
Proposal: **Replacement outbuilding.**
Site Address: **Sherrington House Sherrington Lane Broxton Chester CH3 9JU**
Decision of Parish Council – No comments were submitted.

RESOLVED

That the decisions of the Parish Council as detailed above, be approved.

11. BOLESWORTH MEETING

RESOLVED

That the Chair and Councillor Borman be appointed as the Parish Council's representatives at these meetings.

12. DATE OF NEXT MEETING

The Parish Council noted that the next meeting would be held on Monday, 24th November 2025 at 7.30 pm

13. URGENT ITEMS

The Chair was of the opinion that the following item should be considered as a matter of urgency.

14. PUBLIC RIGHTS OF WAY

RESOLVED

That this item be a standing item at all meetings of the Parish Council.

15. EXEMPT BUSINESS

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

16. THE FIRE ENGINE HOUSE

Councillor Henshall presented an update on this matter.

RESOLVED

That the update be noted.

BROXTON & DISTRICT PARISH COUNCIL**Register of Assets 2025/2026**

Asset	Purchase Date	Cost	Insured
(1) Fire Engine House Old Coach Road CH3 9HY			50,000.00
(1) Bus Shelter Sherrington Lane CH3 9JU			Insured under Street Furniture for £14,500
(3) Noticeboards Sherrington Lane CH3 9JU Duckington SY14 8LQ Harthill Green CH3 9LF	29/06/2016	1141.17	Insured under Street Furniture for £14,500
(2) Benches Sherrington Lane CH3 9JU Duckington SY14 8LQ	18/08/2016 01/01/2018	675.50 1.00	Insured under Street Furniture for £14,500
(1) Defibrillator Sherrington Lane CH3 9JU	16/12/2017	2285.00	2000.00
(1) Lenovo Laptop	25/09/2023	300.00	300.00
(1) Samsung A20 Mobile phone	01/12/2020	121.67	100.00
(1) Telephone Box			Insured under Street Furniture for £14,500
		TOTAL	£66,900.00

Inspected by:


Date of Inspection: 12th September 2025