



UTKINTON AND COTEBROOK PARISH COUNCIL MEETING

Utkinton Village Hall
Wednesday 14th December at 7pm

Clerk & RFO: Kath Lloyd

Email: utkintonandcotebrookclerk@gmail.com

MINUTES

14.12.01	Public Open Forum: there were no members of the public present.	ACTION
14.12.02	<p>Present: Cllr Tony Dahill, Cllr Matthew Grant, Cllr Andrew Needham, Cllr Graham Spencer (Chair), Cllr Graham Stewart, Cllr Caroline Stubbs, Cllr Francis Tunney</p> <p>Apologies: Cllr Marian Atkinson and Cllr Sarah Crawford</p> <p>In attendance: Kath Lloyd, Clerk and CWaC Ward Cllr Charles Hardy</p> <p>*At this point, the Chair reported that he had just received a letter of resignation from Cllr Tunney with immediate effect. The Chair thanked Cllr Tunney for the 13 years that he had been on the council and for all his hard work, particularly as Chair for 8 of those years. Cllr Tunney took his place in the public gallery.</p>	
14.12.03	<p>Declarations of Interest: There were no declarations of new interest.</p>	
14.12.04	<p>Minutes of Parish Council meeting of 14th November 2023: Cllr Grant proposed that the minutes were a true and accurate record of the meeting, seconded by Cllr Dahill, motion passed.</p>	
14.12.05	<p>Cheshire West & Chester Council Matters: Cllr Hardy gave a short verbal report on some of the work he has been involved in recently:</p> <ul style="list-style-type: none"> CWaC have launched a public consultation on the development of a Transport Plan for the Borough and councillors are urged to engage with it. Although it is disappointing that no face to face sessions have been planned locally, Cllr Hardy stressed that if residents don't engage, there is no likelihood of change. https://participatenow.cheshirewestandchester.gov.uk/ltp-get-involved-let-s-talk-about-transport <p>It was suggested that the parish council submit a response using the Connecting the Dots paper that Cllr Tunney had produced previously.</p>	Clerk to action.
14.12.06	<p>United Utilities: Cllr Needham had raised a concern regarding the water pressure in the area following a burst pipe in his home. He has approached United Utilities who report no water pressure surges locally however the pipe that Cllr Needham produced was clearly not fit for purpose. Cllr Needham asked for support from the parish council in obtaining information from United Utilities on local water pressure variances while he intends to follow the issue up with the manufacturers of the pipes.</p>	Clerk will follow up
14.12.07	<p>Work Programme: Cllr Grant gave verbal updates on the following:</p> <p>14.12.07.1 Parish Times – distributed to volunteer councillors to deliver over the next week or two. The council agreed that the new look newsletter was very easy to read and Cllr Grant thanked Joe from Audlem Printers for the artwork and everyone who had contributed.</p> <p>14.12.07.2 Website – the new website is making good progress and should be ready to launch in the new year.</p> <p>14.12.07.3 Planting update - 900 bulbs planted in St Johns churchyard, Cotebrook orchard, the entrance to Big Field Lane, High Billinge and around the notice board and phone box in Cotebrook. There were also native bluebell bulbs planted in Quarry Wood.</p> <p>14.12.07.4 Gateway signs progress – Cllr Dahill is currently cleaning and reporting any damaged signs in the parish and the Clerk has photos of all sites for the village gateway signs. It was suggested by Cllr Hardy that some of the neighbouring parish councils are</p>	Clerk to follow

also considering signs and that it would be worth working together on some sites. Cllr Hardy also suggested that there might be Members Budget funding available for the scheme. Cllr Dahill offered to continue to maintain, clean and cut hedges back so that all signs in the villages can be clearly seen. The Chair thanked Cllr Dahill for his efforts.

14.12.07.5 Notice boards waiting installation – expected in new year

14.12.07.6 High Billingie pond fence – expected in new year

14.12.07.7 Tree Survey – expected imminently, Clerk will circulate asap

up

14.12.08

Planning Applications:

14.12.08.1 The council noted the recent planning applications and agreed the following:

Ref No	Site Address	Proposal	Response
23/03378/LDC	Smithy Farm Annexe	Application seeks to retain existing use of annexe building as a separate dwellinghouse.	No comment
23/03626/FUL	Jubilee House, Tarporley Rd	Alterations to existing outbuilding from garage and stores to ancillary guest	No comment
23/03633/FUL	Knights View, Hollins Hill	New vehicular access onto Hollins Hill and closure of existing access	No comment

14.12.08.2 To note decisions received: there were no decisions received to note.

14.12.09

Finance Matters

14.12.09.1 The council approved the following accounts for payment and note accounts paid since 14th Nov 2023

PAYMENTS MADE (approved 14th November 2023)			
Cotebrook VH	Room hire for PC meetings @ £11 per hour x 8 hours		88.00
Josh Quinn	Grounds Maintenance contract		250
Defib Shop	New pads for Defibrillator	31.20	187.20
Kathryn Lloyd	Clerk's Salary		330
Amazon	Reusable ties for poppies		12.98

PAYMENTS DUE – as at 13 th December 2023			
Audlem Printers	Artwork and publication of Parish Times		175
Kathryn Lloyd	Clerk's salary + back pay of pay award to 1 st April 2023		618
CHaLC	Training – Cllr Spencer – Roles & Responsibilities		25
Cheshire West and Chester Council	First instalment of two – May 2023 election costs		90.50

14.12.09.2 The council noted the bank balance and cash book at the end of November 2023 and the Chair signed both on behalf of the council.

14.12.10

Date of future meetings

See below – it was agreed that the January meeting will start at 7pm.

All

Tuesday January 9 th	Cotebrook Village Hall
Tuesday February 13 th	Utkinton Village Hall
Tuesday March 12 th	Cotebrook Village Hall
Tuesday April 9 th	Utkinton Village Hall
Tuesday May 14 th	Cotebrook Village Hall
Tuesday June 11 th	Utkinton Village Hall
Tuesday July 9 th	Cotebrook Village Hall
NO MEETING IN AUGUST	
Tuesday September 10 th	Utkinton Village Hall
Tuesday October 8 th	Cotebrook Village Hall
Tuesday November 12 th	Utkinton Village Hall
Tuesday December 10 th	Utkinton Village Hall – starts at 7pm for one hour only