


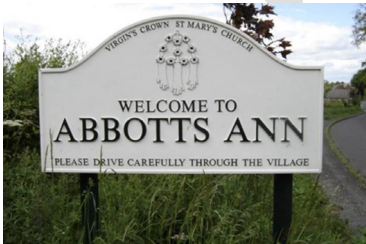


**UTKINTON AND COTEBROOK PARISH COUNCIL MEETING**  
**Cotebrook Village Hall**  
**Tuesday 14<sup>th</sup> November 2023 at 7.30pm**

[www.utkintonandcotebrookparishcouncil.org.uk](http://www.utkintonandcotebrookparishcouncil.org.uk)

**MINUTES**

14.11.01	<b>Public Open Forum</b> There were no members of the public present.	<b>ACTIONS</b>
14.11.02	<p><b>Present:</b> Cllr Marian Atkinson, Cllr Sarah Crawford, Cllr Tony Dahill, Cllr Matthew Grant (Vice Chair), Cllr Andrew Needham, Cllr Graham Spencer (Chair), Councillor Graham Stewart, Cllr Caroline Stubbs, Cllr Francis Tunney</p> <p><b>In attendance:</b> CWaC Ward Cllr Charles Hardy and Kath Lloyd, Clerk</p> <p>*At this point, the Chair asked councillors to stand for a minute's silence to pay respects to ex Cllr Roger Barnes who died recently.</p>	
14.11.03	<b>Declarations of Interest:</b> There were no declarations of interest	
14.11.04	<p><b>Remembrance Day:</b> The Chair thanked everyone for their hard work over the weekend and referred councillors to the two reports that had been circulated for more details. See Appendix A. The Clerk was handed £100 cash to bank from a donation made on Sunday 12<sup>th</sup> November towards the maintenance of the war memorial.</p> <p>The item will be on the March Parish Council meeting agenda for discussion and planning for November 2024.</p>	Clerk to agenda
14.11.05	<b>Minutes of Parish Council meeting of 11<sup>th</sup> October 2023:</b> Cllr Grant proposed that the minutes were an accurate account and Cllr Crawford seconded the motion which was carried unanimously. The Chair signed the minutes on behalf of the council.	
14.11.06	<p><b>Cheshire West &amp; Chester Council Matters:</b> Cllr Hardy reported that although there isn't a great deal to report that is specific to Utkinton or Cotebrook, he is still working on a number of local issues that affect the parish, for example, Fishers Green gullies are still to be cleared.</p> <p>Cllr Stubbs observed that the mud and potholes on Utkinton Lane on the right as you go up Hollins Hill outside the double gate to the building works at the barn are causing a health and safety concern to drivers. Cllr Hardy will follow up.</p> <p>Cllr Tunney asked that Cllr Hardy report the pot holes on Heath Lane which also has a poor road surface as well with standing water. Cllr Hardy will follow up.</p> <p>Cllr Hardy also suggested that the parish council might wish to submit an application for Members' Budget funding towards the Village Gateway signs but asked that he should be able to see the application before submission.</p>	CWaC Cllr Hardy
14.11.07	<p><b>Work Programme:</b> to <b>receive</b> updates on the following projects and <b>agree</b> actions needed</p> <ul style="list-style-type: none"> <li>- Notice boards received – awaiting installation. Josh Quinn has been asked to install the Cotebrook board and remove the old one and Cllr Spencer is liaising with Rose Farm for the installation of the new board there.</li> <li>- Bus shelters – a new roof on the John Street shelter has been agreed at a cost of no more than £500 (October PC meeting)</li> <li>- Cotebrook Community Orchard Tree Survey, survey due to take place</li> <li>- High Billinge Pond – fencing and sign on order, an access point to the pond through the new fencing has been requested and Josh Quinn will carry out the work as soon as the weather allows.</li> </ul> <p>At this point, the Chair asked if the council would agree to suspend the Standing Orders so that a resident's request for the use of High Billinge at Christmas be discussed. Cllr Atkinson proposed that Standing Orders be suspended, seconded by Cllr Stewart, motion passed.</p>	Chair

	<p>A resident has contacted the council and asked for a 50% contribution towards a Christmas tree and decorations for the pond area be bought with a view to inviting residents to a carol service and social event for Christmas. There was a debate about the health and safety implications of the suggestions and the risk of vandalism and/or damage to the property. There was also agreement that at the moment, the parish council's adverse possession of the land has not been confirmed by the Land Registry and that encouraging visitors to the site might raise insurance liabilities at this time.</p> <p>It was agreed that although the council were very appreciative of the gesture, the council would prefer to wait until ownership has been confirmed and the safety fencing and signage is in place. The council also felt that it would be an ideal site to plant a suitable fir tree to use as a Christmas tree each year. The Clerk was asked to feedback to the resident.</p> <ul style="list-style-type: none"> <li>- Update on Jubilee funds – the Chair, Vice Chair and Cllr Dahill will coordinate dates for bulb planting and the Clerk will liaise with CWaC to get the land at Cotebrook Orchard prepared for wild flower seed planting.</li> <li>- Cllr Atkinson passed the Memory Books to the Clerk, photographs and final touches are still needed before distribution.</li> </ul>	Clerk								
<p><b>14.11.08</b></p>	<p><b>Village Gateways:</b> the council considered quotes for two different styles of gateway:</p> <p>1. </p> <p>2. </p> <p>Cllr Dahill proposed Style 2, seconded by Cllr Atkinson (Abbotts Ann in example above) motion carried at a cost of 1200 x 600mm. £1058.40, further identical @ £899.64 each, Posts £409.00 pair from Sign of the Times <a href="https://www.signsofthetimes.co.uk/">https://www.signsofthetimes.co.uk/</a></p> <p>After a short discussion on the wording required, it was agreed that three councillors would discuss and send exact wording to the Clerk.</p>	Cllrs Dahill, Atkinson and Stubbs								
<p><b>14.11.09</b></p>	<p><b>Council Identity:</b> the council <b>received</b> updates on the following from the Vice Chair:</p> <p><b>14.11.9.1</b> Newsletter – the council considered three quotes for the design and printing of the newsletter and Cllr Grant proposed Printer 2 at a cost of approx £250 per issue, seconded by Cllr Dahill, motion carried – contract awarded to Audlem Printers. Councillors considered the name of the newsletter and Cllr Dahill proposed that it be called the Parish Times, seconded by Cllr Stubbs, motion carried.</p> <p><b>14.11.9.2</b> Website – Cllr Grant reported that this is being designed at no cost to the council and the Clerk circulated images of the new front page. Cllr Grant will keep the council updated.</p> <p><b>14.11.9.3</b> Logo – the logo has been finalised (see header at top of page), Cllr Dahill proposed that the council adopt the logo, seconded by Cllr Atkinson, motion carried.</p>	Vice Chair								
<p><b>14.11.10</b></p>	<p><b>Planning Applications:</b></p> <p><b>14.11.10.1</b> Councillors noted the application received and had no objection to the scheme.</p> <table border="1" data-bbox="240 1731 1326 1951"> <thead> <tr> <th>Ref No</th> <th>Site Address</th> <th>Proposal</th> <th>Response</th> </tr> </thead> <tbody> <tr> <td>23/03126/ FUL</td> <td>Utkinton Lodge Farm at Utkinton Lane</td> <td>Conversion of redundant agricultural building into 4 dwellings</td> <td>By 9<sup>th</sup> November 23</td> </tr> </tbody> </table> <p><b>14.11.10.2</b> There were no decisions received.</p> <p><b>14.11.10.3</b> Councillors were asked to note the Briefing Paper on Material/Non-Material objections, which had been circulated prior to the meeting and had been taken from a recent CHaLC training session.</p>	Ref No	Site Address	Proposal	Response	23/03126/ FUL	Utkinton Lodge Farm at Utkinton Lane	Conversion of redundant agricultural building into 4 dwellings	By 9 <sup>th</sup> November 23	
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14.11.11	<p><b>Finance Matters</b></p> <p><b>14.11.11.1</b> The council approved the accounts for payment and note accounts paid since 14<sup>th</sup> Oct 2023 which were signed by the Chair.</p> <table border="1" data-bbox="240 264 1291 797"> <thead> <tr> <th data-bbox="240 264 580 360">PAYMENTS MADE (approved 10<sup>th</sup> October 11<sup>th</sup> 2023)</th> <th data-bbox="580 264 1062 360">DESCRIPTION</th> <th data-bbox="1062 264 1158 360">VAT</th> <th data-bbox="1158 264 1291 360">TOTAL</th> </tr> </thead> <tbody> <tr> <td data-bbox="240 360 580 450">CHaLC Inv 119</td> <td data-bbox="580 360 1062 450">9 x Good Councillor Guides £4.20 each</td> <td data-bbox="1062 360 1158 450">9.45</td> <td data-bbox="1158 360 1291 450">47.25</td> </tr> <tr> <td data-bbox="240 450 580 488">Clerk's salary</td> <td data-bbox="580 450 1062 488">November salary</td> <td data-bbox="1062 450 1158 488"></td> <td data-bbox="1158 450 1291 488">330</td> </tr> <tr> <td data-bbox="240 488 580 546">Poppy ties</td> <td data-bbox="580 488 1062 546">Purchase of reusable ties for lamp post poppies</td> <td data-bbox="1062 488 1158 546"></td> <td data-bbox="1158 488 1291 546">12.98</td> </tr> <tr> <td data-bbox="240 546 580 604">Utkinton VH</td> <td data-bbox="580 546 1062 604">Contribution to cost of Remembrance Sunday event (Min 10.10.07)</td> <td data-bbox="1062 546 1158 604"></td> <td data-bbox="1158 546 1291 604">50</td> </tr> <tr> <td data-bbox="240 604 580 642">Bramble &amp; 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14.11.12	<p><b>Date of future meetings</b></p> <p>Wednesday 13<sup>th</sup> December at Utkinton Village Hall – please note that the meeting will start at 7pm and councillors will gather at Rose Farm at 8pm for a Christmas meal.</p> <p>Tuesday 9<sup>th</sup> January 2024 at Cotebrook Village Hall at 7.30pm</p>																																																												

## APPENDIX A

### A report on The Remembrance Service held at Utkinton Village Hall, Sunday 12<sup>th</sup> November 2023.

Cllr F Tunney, 12 November 2023

#### **Background;**

Following the decision by UCPC to hold a Remembrance Day Event, taken at the September PC meeting, Cllr Tunney was charged with organising and event. The proposal was to hold an event loosely based around those previously organised at the junction of John Street and Quarry Bank and to include, if possible, the 'parade' by the 'Forest Troop of Horse'.

Cllr Tunney proposed an event at Utkinton Village Hall, and this was accepted. Subsequently the 'Forest Troop' decided that they could not fulfil the request to assemble on the Village Hall car park but offered to perform a 'ride past' after the event and this was accepted and communicated to potential attendees.

The inclement weather prevailing on the day meant that the decision to hold Remembrance Sunday inside the village hall was the right one.

**Thanks to:**

Gordon Bettley  
Graham Stewart  
Utkinton WI  
Ross Worthington  
STS Touring  
Utkinton St Paul's CE School

**The resources:**

Cllr Tunney procured or produced materials at no cost to the PC;  
A set of drums to create a drumhead altar – from a previous touring contact  
A vintage 'Cheshire Yeomanry' standard (c. 1902/1903)  
Two 'Lest we Forget' banners from RBL  
The services of a local trumpeter for the musical elements ('Last Post', 'Reveille/Ruse' and the 'National Anthem')  
Two banners/posters for the outside of the Hall (jointly funded by a resident and Cllr Tunney)  
Members of Utkinton WI produced biscuits and refreshments served at no cost.  
Fliers were printed and circulated.  
10 Crosses – one for each of the servicemen who had passed and these were pyrographed with their names  
It was agreed that the Forest Troop would perform a ride past at 11:45 and that the owners of 'The Old Chapel' were happy for onlookers to view this from their garden.  
An additional RBL wreath was purchased on behalf of UVH.  
A small PA unit was utilised.  
UCPC offered to contribute £50 towards the event and this was invoiced by UVH  
Gordon Bettley acted as marshal.

**The Outcomes:**

It is estimated that c.40 – 45 residents, including four Parish Councillors, and two school children attended which, given the weather was seen as a good attendance.  
Children from the school created artwork which was well received.  
Wreaths were laid by Mr D Mulvey, two children from Utkinton St Paul's School Children (they were accompanied by two teaching staff and the parents of one of the pupils), a resident and the UCPC Wreath laid by Cllr Grant.  
Children read the poem 'In Flanders Fields' by John Macrae  
Ross Worthington played the trumpet on 'The Last Post', 'Reveille/the Ruse' and 'National Anthem'.  
A resident donated a sum to the Utkinton War Memorial/Shrine funds, and this was placed in the safekeeping of Cllr Stubbs, they wish to remain anonymous.  
Lady and Sir Phil Redmond sent a small wooden cross.  
The local PCSO and PC sent a wreath and wooden cross.  
The event was attended by four Councillors; Grant, Stubbs, Stewart and Tunney.

**Some Pictures:**



The scene is set



Ross Worthington





The Ride Past



The wreaths and crosses after the event.

### **UCPC 2023 Armistice Day Event      Held at Rose Farm Coffee House**

Councillors Caroline Stubbs and Matthew Grant organised the event on Saturday 11 November as charged by the Parish Council at its September meeting.

Thanks go to:

- Jaana Kastenemi and all the staff of Rose Farm Coffee House who provided the venue and bite size cakes
- John Johnson of Rose Farm for providing additional parking
- St Paul's School, Headteacher Sian Simcock, staff and pupils
- Nina Owen, pianist
- Steve Combey, Bugler
- The RBL, the Tarporley and Regional Coordinators and Connor Diskin
- Ollie Pattern for the reading of the poem
- Revd Jim Bridgman
- Judith Grant for providing lite bites and RBL banners and displays
- Councillors Stubbs and Tunney for production of the promotional leaflets
- Kath Lloyd, Parish clerk for administrative support
- Councillors Spencer, Dahil and Atkinson for set up and take down support
- Carol Spencer and Eveleigh Moore-Dutton for set up and take down support

#### **Summary/Feedback:**

The event was well attended and achieved its aims of facilitating an opportunity for the whole community of Utkinton and Cotebrook and beyond to come together to mark the occasion of Armistice Day, 11/11, pay their respects and to raise funds for the Royal British Legion.

We are delighted to report that the event involved active participation from:

- St Paul's School
- The Royal British Legion
- The Parish Council

Others in attendance included representatives from St Helen's Church, The WI, Utkinton Village Hall, Veterans and previous and current Ward Councillors. 130 plus people attended/participated on the day.

The British Legion were delighted with the event and the response from the community and look forward to providing us with a total for the funds raised at their earliest convenience. They are very keen to work with us at future events.

The success of the event is summed up by some of the positive comments received:

- "Lovely atmosphere, informal but respectful, shed a tear when the bugler played and young Oli read the words, he was the same age as so many who were lost."
- "The donkeys! Amazing"
- "A lovely community event"
- "Special – so nice to see families – young and old paying respects"
- So nice to be able to do something in the Parish as we always go to St Helen's on Remembrance Sunday"
- "Fantastic to support the RBL"

Councillors Mathew Grant and Caroline Stubbs