

## MINUTES OF ANNUAL MEETING OF THE PARISH COUNCIL HELD ON 8<sup>th</sup> MAY 2022 AT 5.00PM AT HARGRAVE VILLAGE HALL

In Attendance – Cllr J Windsor - Chairman  
Cllr S Martin  
Cllr M Roscoe  
Cllr S Ratledge

Cllr R Bird  
Cllr O de Braekeleer  
Members of the Public: 2

### ELECTION OF CHAIR AND VICE CHAIR FOR 2022-23.

**RESOLVED 22/001** – that Jane Windsor be elected as Chairman for 2022-23 and agreed to sign their acceptance of office, proposed by Cllr Braekeleer, seconded by Cllr Roscoe.

**RESOLVED 22/002** – that Lorraine Sackett be elected as Vice-Chairman for 2022-23 and agreed to sign their acceptance of office outside of the meeting, proposed by Cllr Windsor seconded by Cllr Ratledge.

**APOLOGIES:** Apologies were received and accepted from Cllr L Sackett, Cllr M Pilkington and Cllr S Hyden due to family commitments and Cllr M Jones (Ward Councillor).

*1 resident joined the meeting.*

**DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS & DISPENSATION REQUESTS** – No declarations of interests were received.

**PUBLIC SESSION** – Nothing raised.

### MINUTES

**RESOLVED 22/003** that the Chairman signs, as a true and correct record, the minutes of the meeting held on 6<sup>th</sup> March 2022 proposed by Cllr Martin and seconded by Cllr Ratledge.

### BUSINESS AND CORRESPONDENCE

Huxley Primary School – It was reported that Dr Ann Williams has stepped down as Chair of the Governors and Miss Joanne Copping had taken her place and provided the following report:-

Just before the Easter break, the school held a Huxley's Got Talent competition. There were a variety of acts ranging from Elvis impersonators to storytellers, dancers to singers, in the end a comedian was chosen as this year's winner.

At the start of the Summer Term, the school has welcomed three new families and interest for September reception starters continues to grow. Parents have attended Come Learn with Me sessions, this is where they had the opportunity to visit the school and see what the children are learning about and work alongside them in class. Our current worship value is Friendship and we have seen a lot of that recently with our pupils.

The school is currently in the process of improving the outdoor learning environment and developing an allotment area. In the months ahead, the whole school community is looking forward to participating in up-and-coming community events, Queens Platinum Jubilee Celebrations and Happy Days weekend.

Following the installation of the village gates, unfortunately Mrs Gourley (Headteacher) reports that they have not noticed any reduction in the speed of vehicles going past the school, we will continue to monitor this and keep you updated.

Finally, the whole school community were saddened to hear of the recent passing of former governor, Mr Thomas Hobbs, our thoughts and prayers are with the family during this time. It was reported that the funeral was this Tuesday 10<sup>th</sup> May at 1.30pm.

It was reported that the PTA Charity was being disbanded and it was hoped that the parents would set-up a less formal fund-raising group.

Total current numbers on role = 31.

Footpaths – It was reported that the stile and bridge have been replaced towards Hargrave. Cllr Pilkington undertook to check further along the footpath to seek if the issues raised at the Huxley end had also been resolved.

Village Gates – It was confirmed that CWaC had now installed the Village Gates and this project was now complete. The Parish Council felt that they had seen positive results since the installation.

Question was raised could we plant flowers in-front of the village gates.

**ACTION:** Cllr Braekeleer to look into options for planters v planting bulbs.

Review of Condition and Safety of Assets – It was reported that the noticeboard had been ordered since the last meeting and the Clerk was waiting on the delivery date. Also, the Huxley Village sign had been taken away for sandblasting and re-painting and should be re-instated shortly.

#### Queens Platinum Jubilee

Carolyn Nicholls confirmed that the committee is organising a beacon event on Thursday 2<sup>nd</sup> June – then a location will be sought for a permanent location. On the Sunday 5<sup>th</sup> June there is a bring your own picnic with games at Hargrave Village field.

Insurance has been purchased, licences have been bought for the bar, and it was suggested that the remaining money could go towards the purchase of the medals for the Primary School – 100 medals have been ordered and these will go toward the Primary School and local children who attend the event.

Cllr Bird reported the next meeting of the Jubilee Planning Group would take place on Thursday 12<sup>th</sup> May and he undertook to circulate by email an update following this meeting.

**ACTION:** Parish Councillors to consider if there is an area where a tree could be planted to commemorate the Queens Jubilee.

Community Litter Picking – It was reported that the Community Litter Picking Events that took place on 9<sup>th</sup> April 2022 at Huxley and 2<sup>nd</sup> April 2022 at Hargrave. There was the usual amount of litter along the verges and the Parish Council agreed to undertake another event in the Autumn. The Chairman thanked all who gave up their time to assist with the Litter Picking.

Defibrillator in Huxley – it was reported the defibrillator in Huxley required a set of replacement pads at a cost of £53.99. However, concern was raised regarding the lack of volunteers to monitor the machine on a weekly basis and a question was raised if the defibrillator should be decommissioned.

**ACTION:** find out what checks need to be undertaken and what record needs to be taken.

**ACTION:** Cllr Martin to review on a weekly basis.

**ACTION:** order Defib Pads

Highways – A report on the current highways issues was circulated and actions since the last meeting were noted.

The following Highways work had been completed:-

- 40mph speed limit sign on Hoofield Lane.
- HW389942562 – Gully/Drainage work at Junction of Martin Lane and Guy Lane
- HW383164081 – Blocked Gully on Red Lane
- HW383167512 – Damaged side entry gully on Huxley Lane

The following Highways work was on-going

HW389727334 – Damaged Sign at Junction of Red Lane, Huxley and Huxley Lane had been passed to contractor  
HW364056532 – Missing Church Lane sign between Bridge House and Swallow Farm had been passed to contractor. The parish council would continue to monitor the outstanding issues.

Speed Assessment – Following residents contacting the Parish Council asking for support to request a Speed Assessment through Hargrave and along Long Lane, CWaC have responded to say that this area would not be eligible for a speed reduction and if the Parish Council wished to progress this the cost could be around £8,000 - £10,000 and could take approximately 2 years to undertake the consultation and whole process.

**ACTION:** Ask CWaC and Private Company for quotes to undertake a speed monitoring/recording (one week) assessment.

Cheshire West and Chester Wildflower scheme – following the last meeting when the Parish Council was asked to consider areas for planting Wildflowers.

**ACTION:** send to Mike Jones all locations and ask him to support through his members selection for next year.

## PLANNING

The Planning Register dated 27/04/2022 was accepted and changes to the planning register from last meeting were noted.

The following planning applications had been received since the last meeting:-

22/00625/LDC – Hatton Cottage, Whitchurch Road – Single Storey rear extension – not consulted on  
22/00717/FUL – Orchard Cottage, Huxley Lane – Single Storey rear extension(pitched roof to replace flat roof) – the Parish Council had not objection to this application.  
22/01162/NMA – High Croft, Mill Lane, Huxley – Non material Amendment to 21/03855/FUL – Not consulted on.  
22/01178/FUL – The Waverney, Leadgate Lane – Demolition of existing garage/storage building and replacement outbuilding – No objections to the planning application but the parish council to ask if solar panels can be a condition of the planning application.

It was reported that the following application had received a determination from Chester West and Chester Council:-

21/03374/FUL – Mill Lane Farm, Mill Lane, Huxley – Single Storey Rear Extension – Refused.

It was reported that the following items had been raised through the Planning Enforcement:-

PL413115180 – Deli at the Inn @ Huxley – Erection of a building to be used as a rural shop for 12 months. - monitor

PL41223430 – Stapleford House – detached two storey building with Clock Tower – it was reported that following this being reported to Planning Enforcement the clock had been removed and it was now a two storey building.

Planning Enforcement 20/02055/FUL – Removal of mobile home and septic tank from land at Hargrave - it was reported that the appeal had been dismissed. The next step was for Planning Enforcement to raise a new enforcement notice with the correct wording.

## AUDIT 2021-22

The Clerk provided the meeting with information regarding to the finances for 2021-22.

- Summary of 2021-22 – This was circulated to all Parish Councillors for information.
- Certificate of Exemption **RESOLVED 22/004** – That the council wish to certify themselves as exempt from a limited assurance review. Proposed by Cllr Ollie and seconded by Cllr Martin.
- Internal Audit Report - the Council noted the report dated 24/04/2022 from the Internal Auditor.
- Governance Statement **RESOLVED 22/005**– That the council agree to all points on the Governance Statement Section 1 of the Annual Governance and Accountability Return (AGAR) 21-22.
- Accounting Statement **RESOLVED 22/006** – That the council agree the accounting statement of the AGAR 21-22.
- Notice of Public Rights and Publication of Annual Governance & Accountability Return - the council agreed to publish the notice of Public Rights and Publication of Annual Governance & Accountability Return.

**ACTION:** Submit Certificate of Exemption to PKF LittleJohn.

**ACTION:** Post Audit Papers & Summary Report on website.

**ACTION:** Publish Public Rights and Publication of Annual Governance & Accountability Return on Website and Noticeboards for the period 13<sup>th</sup> June – 22<sup>nd</sup> July.

## FINANCIAL ITEMS

### Accounts for payment

**RESOLVED 22/007** Year to date cashbook dated 27/04/2022 was approved as a true and correct record.

Bank Reconciliation against Cashbook YTD – **RESOLVED 22/008** – that the Cllr O De Braekeleer signs the Bank Reconciliation and Bank Statements.

Payments approved to be made in between meetings - **RESOLVED 22/009** – to accept that the clerk could make payments, in between meetings, throughout the year in-line with budget for the following budgeted items:-

Clerk's Salary  
Clerk's Expenses  
Training  
Payroll

Admin/Website Costs  
CHALC Membership  
SLCC Membership  
Data Protection

### Internal Auditor's Report

It was reported that due to Ill health the previously appointed Auditor had not been able to complete the Internal Audit and it was **RESOLVED 22/010** that Mrs S Irlam be accepted to undertake the Internal Audit for 2021-22. The Internal Auditor's report was received and noted.

### Payroll Provider

It was **RESOLVED 22/011** following a review of Payroll Providers that Shires Accountants be approved to undertake the payroll for the Parish Council for 2022-23. proposer Cllr Windsor Cllr Ratledge

Income – it was reported that since the last meeting the following had been received:-

£0.14 from Bank Interest

£81.25 from HMRC VTR for refund of VAT for 2021-22

£5,869 from CWaC for Precept for 2022-23

Payments made/received since last meeting:-

Clerk Pay	Tax Point 1	£243.01
Clerk Pay	Tax Point 2	£292.93
Clerk's Expenses		£343.64
Sue Irlam	Internal Audit	£50.00
CHALC	Important Planning Concepts Training	£30.00
Mid Cheshire Footpath Society	Membership Renewal	£8.00
CHALC	Annual Subscription	£144.36

**RESOLVED 22/012** to accept the income and payments since the last meeting for approval.

**PARISH COUNCIL MATTERS**

Policy Schedule Review

Following the circulation of all policies it was **RESOLVED 22/013** to accept them subject to the following amendment:-

- Complaints Policy updating the Chairman's details – changing to ask them to seek the contact information for the Chairman on the website. Proposed by: Cllr de Braekeleer, seconded by Cllr Roscoe and unanimously agreed.

Code of Conduct – it was **RESOLVED 22/014** to adopt the updated Cheshire West and Chester Code of Conduct – Propose adoption of code of conduct: Cllr Windsor, seconded Cllr Ratledge and unanimously agreed.

Schedule of Meetings for 2022-23

**RESOLVED 22/015** that the Parish Council meet every other month at 5.00pm. PC meetings dates would be held as follows:-

3 <sup>rd</sup> July 2022	6 <sup>th</sup> November 2022	5 <sup>th</sup> March 2023
4 <sup>th</sup> September 2022	8 <sup>th</sup> January 2023	7 <sup>th</sup> May 2023

**NEXT MEETING**

**Sunday 3<sup>rd</sup> July 2022 at 5pm at Huxley Village Hall.**

The meeting closed at 18:20

Signed:.....

Dated:.....