

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON 14th MAY AT 5.00PM AT HUXLEY VILLAGE HALL

In Attendance – Cllr S Martin
Cllr M Roscoe
Cllr S Ratledge
Cllr M Pilkington
Cllr R Bird

Cllr R Lambert
Cllr F Halton
Cllr M Jones (Ward Councillor)
Members of the Public: 6

Mrs Windsor thanked everyone for their support during her time as the Parish Council and she thanked Mrs Sackett for her help as Vice-Chairman.

ELECTION OF CHAIR AND VICE CHAIR FOR 2023-24.

RESOLVED 23/001 – that Cllr Bird be elected as Chairman for period 2023-24, proposed by Cllr Martin, seconded by Cllr Ratledge and unanimously agreed. Cllr Bird signed his acceptance of office.

RESOLVED 23/002 – that Cllr Lambert be elected as Vice-Chairman for 2023-24, proposed by Cllr Roscoe seconded by Cllr Pilkington and unanimously agreed. Cllr Lambert signed his acceptance of office.

APOLOGIES: No apologies were received

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

PUBLIC SESSION

PC Steve Gardner attended the meeting and report that PCSO Racheal McKevitt is standing in temporarily as PCSO Hurst is on long term sick leave. PC Gardner reported that he is aware of the car meet in Tattenhall and areas of concern in relation to the speeding of drivers visiting this event. Cllr Lambert confirmed that at the recent meet there had been a speed camera deployed along Tattenhall Road during the meet. However he requested if it was possible to alternate the speed camera deployed to also be situated along Huxley Lane opposite the Inn at Huxley. PC Steve Gardner undertook to feed this back.

A question was also raised as to what the police approach was to enforcing the 20mph outside the Primary School? Clarification was sought as to whose responsibility it was to monitor this road and ensure that drivers were keeping to the speed limit.

ACTION: PC Gardner confirmed that he would look in this.

ACTION: Clerk to send over 20mph report that CWaC undertook.

A resident emphasised the need for speed calming along Huxley Lane and Church Lane, following the recent survey undertaken by Cllr Lambert which indicated residents concern about the speed drivers travel along these lanes.

Cllr Jones reported that there is an outline proposal to move the 50mph along Red Lane and then change to a 40mph along Huxley Lane.

PC Gardner left the meeting.

A resident reported that there was a very successful Coronation weekend, the beacon was lit, a resident had also suggested placing a plaque on the beacon. Additionally, it was reported that postcrete was required to be purchased to allow the beacon's sleeve to be fitted in its storage location. The resident thanked everyone for their support and help in making the weekend such a success.

MINUTES

RESOLVED 23/003 that the Chairman signs, as a true and correct record, the minutes of the meeting held on 5th March 2023 proposed by Cllr Ratledge and seconded by Cllr Martin.

ACTIONS

All actions were already covering within the agenda.

GENERAL POWER OF COMPETENCE

RESOLVED 23/004 – That the council hereby confirms it meets the eligibility criteria for adoption of the General Power of Competence as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 and as such adopts the General Power of Competence.

BUSINESS AND CORRESPONDENCE

Huxley Primary School – The Chair of Huxley Primary School was unable to attend the meeting but had emailed to report that there was no further update at this time.

Footpaths – Cllr Pilkington reported that she has no further footpath updates to report, she had reported two footpaths to CWaC.

ACTION: Clerk to Chase.

Review of Condition and Safety of Assets – Cllr Martin suggested that 2 bags of postcrete would require to be purchased to allow the new sleeve to be fitted.

RESOLVED 23/005 to purchase the postcrete.

ACTION: Add to next Agenda the suggestion to purchase a plaque to be placed on the beacon.

Community Litter Picking – it was reported that a Community Litter Picking event took place in March and a further one should be organised for October.

ACTION: Consider purchasing Litter Picking hoops for the Parish Council.

Huxley Lane Speed Assessment – It was reported that a Speed Assessment had been undertaken by Cheshire West on Church Lane and the findings were circulated.

Cllr Lambert provided a brief report outlining the numbers of vehicles that travelled along Church Lane during the assessment and the average and mean speed limited that were recorded.

It was reported that Cllr M Jones was co-ordinating a joint meeting between the Parish Council's of his ward and the CWaC Highways to discuss all issues/concerns the Parish Councils have.

ACTION Cllr Bird suggested reviewing and consolidating all work that has been carried out and bring recommendations for how the Parish Council should progress to a future meeting. It was therefore agreed that a separate working group meeting take place, attendees to include Cllr Lambert, Cllr Bird, Cllr Ratledge and Cllr Jones (Ward Councillor) on Tuesday 6th June at 7.00pm in Huxley Village Hall.

Kings Coronation – this was reported that under public participation.

Cllr Bird highlighted that it was a very successful event.

ACTION: Cllr Bird agreed on behalf of the Coronation Committee to put a message of thanks in the next 'Down our Way' to the Inn at Huxley for donating the food for the event.

PLANNING

The Planning Register dated 24-04-2023 was accepted and changes to the planning register from last meeting were noted.

It was reported that the following applications had been received since the last meeting:-

23/00628/FUL – 1 Beech House, Gatesheath Lane, Golbourne Bellow, Chester CH3 9AS – Single Storey Rear Extension – The Parish Council decided that as this was outside of their area they did not wish to comment on the application.

23/00620/FUL – Eaton Villas, Hoofield Lane, Huxley, Chester CH3 9BR - The Parish Council submitted the following comment in relation to planning consultation - the property has previously undergone a lot of changes and extensions over the years and the Parish Council believes that any further extensions proposed would exceed the limit of square footage. Additionally, they note that the new garage appears to be sited on a piece of land that is believed to hold green field status not domestic use. The Parish Council is also concerned that this proposal does not reflect the character of the village and may harm the visual amenity. Therefore the Parish Council objects to this planning application.

23/00989/FUL – The Hollies, Hoofield Lane, Huxley CH3 9BR – Demolition of conservatory, construction of first floor side extension – the Parish Council had not objections to this application.

It was reported that the following applications had been decided since the last meeting:-

22/01178/FUL – The Waveney, Leadgate Lane, Clotton, Chester CH3 9BT – Demolition of existing garage, storage building and replace outbuilding with ancillary gym and first floor office and storage space – **Approved**.

22/02986/FUL – Mill Lane Farm, Mill Lane, Huxley, Chester CH3 7RQ – Two Storey Side Extension – **Approved**.

22/03674/FUL – Old Hall Barn, Church Lane, Hargrave CH3 7RH – Single storey side extension with raised patio area – **Approved**.

22/04688/PDQ – Bridge Cottage, Whitchurch Road, Saughton CH3 9AU – Existing brickwork stables and byre converted into 3 bedroom dwelling – **Withdrawn**.

22/04677/FUL – 21 Huxley Lane, Huxley CH3 9BG – Single storey rear extension – **Approved**.

Appeal Decision

APP/A0665/D/22/3309660 – Wayside Cottage, Church Lane, Hargrave CH3 7RH - It was noted that this appeal had been dismissed.

Planning Enforcement

20/02055/FUL – Removal of mobile home and septic tank from land at Hargrave – It was confirmed that the previous Chairman had written again to the Head of Planning due to still not receiving any response back to the planning enforcement notice that needed to be re-issues.

ACTION: forward to Cllr Jones to escalate.

PL465804608 – Green Farm, Huxley Lane, Huxley – new access had been prepared with the removal of native hedging and a high fence installed along the roadside – CWaC had confirmed that the fence does comply with permitted development regulations and therefore this enforcement issue was closed.

A resident left the meeting.

AUDIT 2022-23

The Clerk provided the meeting with information regarding to the finances for 2022-23.

- Summary of 2022-23 – This was circulated to all Parish Councillors for information.
- Certificate of Exemption **RESOLVED 23/006** – That the council wish to certify themselves as exempt from

a limited assurance review.

- Internal Audit Report - the Council noted the report dated 07/04/2023 from the Internal Auditor.
- Governance Statement **RESOLVED 23/007**– That the council agree to all points on the Governance Statement Section 1 of the Annual Governance and Accountability Return (AGAR) 22-23.
- Accounting Statement **RESOLVED 23/008** – That the council agree the accounting statement of the AGAR 22-23.
- 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 5th June – 14th July.

FINANCIAL ITEMS

Cashbook and Out-turn Forecast YTD

RESOLVED 23/009 Year to date cashbook and out-turn report dated 24/04/2023 was approved as a true and correct record.

Payments approved to be made in between meetings - **RESOLVED 23/010** – 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	Room Hire
Clerk's Expenses	CHALC Membership
Training	SLCC Membership
Payroll	Data Protection
Internal Audit	Refund Churchyard Grant Monies
Admin/Website Costs	

Internal Auditor's Report

The Internal Auditor's report was received and noted.

I confirm that I have completed the audit for Hargrave and Huxley Parish Council.

I can confirm that the paperwork is clearly presented and the audit is all in order.

Other than the above I have no other comments or observations to make.

Payroll Provider

It was **RESOLVED 23/011** that Shires Accountants continue to undertake to provide payroll services for the Parish Council for 2023-24.

Direct Debits

It was **RESOLVED 23/012** that the Parish Council would continue to

Bank Reconciliation against Cashbook YTD – **RESOLVED 23/013** – that Cllr Pilkington signed the Bank Reconciliation and Bank Statements.

Payments Made & Received since the last meeting:-

Income received since the last meeting:-

£8.76 in Bank Interest

£459.55 – VAT Rebate for 2022-23

£1,477.42 for CWaC Cemeteries Department

£5,938 from CWaC for the annual precept

£100 from CWaC Ward Members Grant Money towards the purchase of Coronation Mugs for Primary School aged children.

Payments made since last meeting:-

Clerk Pay	Tax Point 1	£265.20
Clerk Pay	Tax Point 2	£265.20
Clerk’s Expenses		£96.27
CHALC Membership	Annual Membership Subscription	£148.37
Hargrave PCC	Churchyard Grant Monies	£1,477.42
Mid-Cheshire Footpath Society	Annual Membership	£8.00
UK Printing	Kings Coronation Celebration Mug’s	£457.87
Mrs S Irlam	Internal Auditor	£50.00

RESOLVED 23/014 to accept the income and payments since the last meeting for approval.

PARISH COUNCIL MATTERS

Policy Schedule Review

Following the circulation of policy schedule it was **RESOLVED 23/015** to accept all policies as listed and review again in May 2024 apart from the Parish Council Standing Orders which the clerk highlighted that there was a newer version available and undertook to circulate round before the next meeting for review and consideration.

ACTION: Clerk to circulate revised Standing Orders around Parish Council prior to next meeting.

Schedule of Meetings for 2022-23

RESOLVED 22/016 that the Parish Council change their meeting dates and times to be in the week to allow Cllr Jones and any CWaC representatives that we wish to invite easier access to the meetings, therefore it was agreed the meetings would take place at 7.30pm on the following dates:-

- Tuesday 18th July in Huxley Village Hall
- Tuesday 19th September in Hargrave Village Hall
- Tuesday 21st November in Huxley Village Hall
- Tuesday 16th January 2024 in Hargrave Village Hall
- Tuesday 19th March 2024 in Huxley Village Hall
- Tuesday 21st May in Hargrave Village Hall.

Roles and Responsibilities

RESOLED 22/017 that the following responsibilities would be lead by:-

- Planning Matters – Lead Parish Councillor – Cllr Pilkington and Cllr Martin
- Down our Way (monthly contributions to the newsletter) – Cllr Roscoe
- Moulson Trust Committee – Cllr Roscoe
- Online signatories – Cllr Roscoe, Cllr Lambert, Cllr Bird
- Assets – to review and report back any maintenance requirements – Cllr Martin and Cllr Roscoe
- Footpaths – Cllr Pilkington
- Noticeboard (installation of Agendas and updated information) – Cllr Ratledge, Cllr Roscoe

NEXT MEETING

To be agreed.

The meeting closed at 18.15

Signed:.....

Dated:.....