

MINUTES OF THE PARISH COUNCIL MEETING  
HELD ON 1<sup>st</sup> SEPTEMBER 2024 AT 5.00PM AT HARGRAVE VILLAGE HALL

In Attendance: Cllr R Bird  
Cllr F Halton  
Cllr R Jones  
Cllr S Martin

Cllr M Pilkington  
Cllr M Roscoe  
Cllr L Sackett (Chairman)  
Members of the Public: 3

APOLOGIES: Apologies were received and accepted from Cllr C Nicholls, Cllr S Ratledge and Cllr M Jones (Ward Councillor) due to previous family commitments.

DECLARATION OF DISCLOSABLE INTERESTS - None were received.

#### PUBLIC SESSION

A resident reported the siting of a static caravan on land off Old Hall Lane, Hargrave without planning permission. Objections to this had been submitted to the Cheshire West and Chester Planning Enforcement from residents along Old Hall Lane. It was also highlighted that rubble and building waste had been deposited in the site, and the resident reported this to the Environment Agency. The resident reported that the Enforcement Officer at Cheshire West and Chester Council indicated that it would be six months before it would be reviewed by them. The resident was seeking the Parish Council's support in this issue, the Parish Council had already reported this to Enforcement, reference EN633593315 and asked the resident to keep them informed of any developments.

A resident who lives on Church Lane, Huxley shared concerns she has with regards to the 20mph speed limit outside the Primary School and reported that she felt drivers were ignoring it. The resident highlighted she believed there to be an increase in aggressive behaviour from drivers when entering this area and many altercations occurring during busy times of the day, particularly rush hour and School drop off/pick up. It was suggested that instances of aggression should be reported directly with the PCSO, Rachael McKeivitt to raise the awareness of these situations with the Police Force and hopefully encourage them to attend the area more regularly. The resident was also urged to tell other residents nearby to report issues.

*One resident left the meeting.*

#### MINUTES

RESOLVED 24/026 that the Chairman signs, as a true and correct record, the minutes of the meeting held on 7<sup>th</sup> July proposed by Cllr Jones and seconded by Cllr Roscoe.

#### ACTIONS

Actions not otherwise on the agenda that had been completed:-

- Send Cllr R Jones the Planning Policy & Procedures
- Explore organising a joint Parish Council/Happy Day's Litter Picking Event
- Clerk to contact Clerk for Tattenhall Parish Council to see if the PC had put the kissing gates they had recently installed on their asset register – the Clerk for Tattenhall PC confirmed that yes they were on the council's asset register.
- Ask the PROW what is the statutory responsibilities for the landowners – are they required to maintain the stiles – covered in the PROW Meeting notes.
- Clerk to provide a copy of the Asset register to Cllr Martin

- Organise a site visit with CWaC Highways Officer.
- Confirm to CWaC that the PC was disappointed with the recommendations of the Speed Traffic Survey and seek clarification if the additional houses planned to be built at Green Farm could have any impact in the future on this decision – CWaC confirmed that these additional houses would not have any impact on the decision made as they are not front facing to the highway.
- Enforcement – enquire about next steps on the field in Hargrave – covered under planning on the agenda,
- Neighbourhood Development Plan Working Group advertised in newsletter.
- Confirm Cllr Jones attendance to the Induction for Councillors and Clerks scheduled for 10<sup>th</sup> September.
- Put in the newsletter the link for Report It
- Recirculate the results of the surveys that were undertaken of residents in 2023.
- PC to write to TG Builders Merchants & Hewitt G & G to ask their drivers to kindly drive with consideration through the villages.

#### Actions not otherwise on the agenda still outstanding:-

- Cllr Nicholls has the plaque available to fix when the Beacon has been relocated.
- Cllr Pilkington to identify stiles that could be replaced in the area.
- Cllr Pilkington to continue mapping the locations of stiles
- Cllr Pilkington undertakes to identify landowners and make contact.
- All Councillors to take pictures of any stiles in the area when they are out walking so they can log them all and their condition.
- Cllr Nicholls to contact the administrator for the Facebook Account to see if she would be allowed to become an administrator so that the Parish Council information could be linked to the Facebook site.

#### **BUSINESS AND CORRESPONDENCE**

Footpaths – The notes of the recent meeting with the PROW Officer were circulated for the Parish Councils information, together with an update on actions that had been undertaken by the PROW Officer.

Highways – The notes of the recent meeting with the CWaC Highways Officer were circulate for the Parish Councils information, it was reported that since the last meeting the following improvements had been made:-

- Dragons Teeth and Roundels on Church Lane had been installed.
- 40mph Speed sign had been reinstalled on Church Lane

It was reported that at the recent site meeting with CWaC Highways Officer concern had been raised in relation to the overgrown hedges along footpath on Huxley Lane, and it was suggested that the Parish Council in the first instance highlight to residents their responsibility to maintain the hedges on their land. If residents still did not comply with the requirements that CWaC would write directly to them.

It was confirmed that an article had been included within the latest Down our Way.

Review of Condition and Safety of Assets – It was reported that Cllr Roscoe had reviewed all assets currently on the Asset Register for Hargrave and noted no maintenance required. Cllr Martin had reviewed the assets currently listed on the Asset Register within Huxley and made the following comments:-

- 1 Wooden seat – outside the school. It has one slat missing from the back rest. It has lost all its finish, and the weather is deteriorating it. It is still in strong condition and fixed down. It needs the slat replacing and sanding down and then a couple of coats of varnish /sealant. If this is not done it may deteriorate quite quickly.
  - Cllr Martin offered to repair and refinish the bench but the Parish Council could use some CIL funds to repair as this bench is frequently used.
- 2 Noticeboard - All good
- 3 Embroidered map - Good



- 4 Huxley sign - Good
- 5 Millennium Waymaker. – remove this from the Asset List as it is a duplicate.
- 6 BT box. Paint is deteriorating and it has patches of rust. It needs attention.  
ACTION: write to The Inn at Huxley to ensure that they are aware that the Phone Box and Defibrillator is the owned of the Parish Council and may consider relocating them.
- 7 Wooden carving. It does not have any protective finish to it, which is not always necessary with some woods  
- Generally in good condition
- 8 Defib In good condition and I check its operational status once a week
- 9 Defib Case - All good.

Community Litter Pick- it was noted that Happy Days were assisting in the organising of a Community Litter Pick and the date that they were looking to carry out this event was Saturday 12<sup>th</sup> October. The Parish Council had been asked for a contribution of £50-£80 towards the provision of Bacon Baps at the end of the event. It was proposed by Cllr Nicholls RESOLVED 24/026 for the Parish Council to fund this. It was suggested that people meet at the village hall at 9.30am for Bacon Baps with litter picking commencing from 10am.

Cheshire West and Chester Council Waste Recycling Centre Consultation – it was noted that this consultation had been circulated between meetings to all Parish Councillors and advertised on the local Facebook site to encourage as many residents as possible to complete the online survey.

Cheshire West and Chester Council Housing Strategy Consultation- it was noted that this consultation was currently taking place, and it was agreed that Cllr Sackett, Cllr Jones and Cllr Nicholls would review and respond on behalf of the Parish Council in conjunction with the Neighbourhood Plan.

Cheshire West and Chester Design Code – it was reported that CWaC had started to develop a design code for the borough in partnership with Create Streets. The Design codes are a collection of design principles which help residents to define what good development and high-quality public streets and spaces look like in their area. To support CWaC's initial analysis they are looking to hear the views of the communities and therefore have set up a consultation, the link was circulated around the Parish Council prior to the meeting.  
ACTION: Cllr Sackett, Cllr Jones and Cllr Nicholls to look at the above two consultations and prepare appropriate responses on the Parish Council's behalf.

Residents Crime Prevention Event – it was noted that the Parish Council had organised a resident event on 8<sup>th</sup> July with the local PCSO and Crime Prevention Officer to raise awareness of personal and property protection. It was reported that prevention is key, deter, detect and delay.  
ACTION: Put the Crime Prevention Leaflet on the website.  
ACTION: Ask for update from PCSO

Any other correspondence – Query re roads and redirecting traffic – following a question that was raised at a Working Group Meeting and published in a recent issue of CHALC's newsletter about other parish council's experience with redirecting traffic from country lanes, a response received by a Ward Councillor in East Cheshire was circulated around the Parish Council prior to the meeting and noted.  
ACTION: Speak to CWaC Highways about brown signs for the Ice Cream Farm.

## PLANNING

The Planning Register dated 20/08/2024 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 agenda had been circulated:-

24/02384/S73 – Heath House Hatton Hall Lane Hatton Chester CH3 9AP - New Farmhouse - removal of condition 4 (agricultural occupancy) of 02/00506/OUT. The Parish Council wished to *object* to the removal of the agricultural occupancy condition due to local key workers being able to find local affordable accommodation and they wish it to remain as an agricultural occupancy to continue to support the local farming community in the area.

It was noted that the following application had been decided by the principle authority since the last meeting:-  
24/01624/LDC - Heath House Hatton Hall Lane Hatton Chester CH3 9AP - Confirmation of lawful use of the dwelling which has been occupied in breach on an agricultural occupancy condition – Approved.

*Cllr Bird left the meeting.*

Enforcement – Land opposite 3 Church Lane, Hargrave – it was reported that the Principal Planning Enforcement Officer had confirmed that the next steps would be to seek legal advice on the grounds of taking legal prosecutions for removal. It was also confirmed that the enforcement notice runs with the land and not with the owner so should the land be sold the new owners would inherit the issue.

ACTION: Chase up with Brian Leonard.

Enforcement – Green Farm, Huxley Lane – it was noted that the Principal Planning enforcement Officer had clarified why the removal of the native hedge and the installation of a panelled fence complied with the Permitted Development Regulations.

#### FINANCIAL ITEMS

##### Cashbook and Out-turn Forecast YTD

RESOLVED 24/027 Year to date cashbook and out-turn report dated 20/08/2024 was approved as a true and correct record.

Bank Reconciliation against Cashbook YTD – RESOLVED 24/028 – that Cllr Martin signed the Bank Reconciliation and Bank Statements.

CIL Annual Report for 2023-24 – it was noted that the CIL Annual Report for 2023-24 had been prepared by the Responsible Financial Officer and sent to CWaC for their information.

Payments Made & Received since the last meeting:-

##### **Income received since the last meeting for approval**

Date	Payable to			Gross Amount	Comment
09/07/2024	Bank Interest			£31.66	Monthly Bank Interest
09/08/2024	Bank Interest			£30.35	Monthly Bank Interest

##### **Payments made since the last meeting for approval**

Date	Payable to	Net Amount	VAT	Gross Amount	Comment
	Mr S Martin	£15.80	£3.16	£18.96	Postcrete for relocating Beacon
	PKF Littlejohn	£210.00	£42.00	£252.00	External Auditor
	Mr M Roscoe	£69.99	£14.00	£83.99	Ipad Electrode Pads for Defibrillator in Hargrave
	Mrs T Ryall-Harvey	£388.31	£0.00	£388.31	Salary Tax Month 5



**Payments not yet made for approval**

Date	Payable to	Net Amount	VAT	Gross Amount	Comment
	Mrs T Ryall-Harvey	£336.38	£0.00	£336.38	Salary Tax Month 6
	Mrs T Ryall-Harvey	£38.20	£0.00	£38.20	Clerk's Expenses

RESOLVED 24/029 to accept the income and payments since the last meeting as listed above.

**PARISH COUNCIL MATTERS**

Environmental Working Group- yet to get underway.

Future Projects Working Group – the meeting notes of the recent Future Projects Working Group was circulated with the agenda pack and recommendations were brought to the Parish Council meeting as follows:-

1. The Parish Council include in their budget upto £2,000 annually for the purchase and installation of kissing gates to allow them to roll out a programme of replacements where required to assist with accessibility within the area.
2. The Parish Council write to all landowners who have hedges that border the footpath on Huxley Lane to highlight their responsibility to maintain the hedges and remove the debris from underneath the hedges.
3. The Parish Council have a rolling programme of bulb planting in the area with a proposed budget of £250 annual for the purchase and planting of bulbs (daffodils, bluebells, tulips snowbells etc)
4. The Parish Council purchase a Speed Indication Device from TWM with data collection facilities, a tripod, and spare battery at a cost of £3,700.75 + VAT – agree in principle subject to a visit to Ashton Hayes and seeing how much space the tripod takes up and the weight of the machine and ease of moving it.

ACTION: Clerk to arrange a meeting with Parish Council and Ashton Hayes Parish Council.

It was proposed by Cllr Jones and seconded by Cllr Martin and unanimously RESOLVED 24/030 to move forward with these recommendations in principle subject the allocation of money being agreed (CIL/Precept) for next few years. It was recommended that the SID machine be purchased using CIL money, the bulb planting be funded from precept monies and the installation of kissing gates be initially funded from CIL money with the proviso that precept money be put in place for future funding of this project.

Further discussion was needed on locations of the Defibrillator.

ACTION: Send Cllr Halton and Cllr Sackett the map from CWaC of highway boundary on Huxley Lane outside of the village hall.

ACTION: Cllr Martin to look at the telephone box and how easy it would be to relocate.

Neighbourhood Development Plan Review Working Group- yet to get underway.

Publication Scheme – it was proposed by Cllr Roscoe and seconded by Cllr Halton and unanimously RESOLVED 24/031 to adopt the revised Publication Scheme.

Training and Development Policy - it was proposed by Cllr Martin and seconded by Cllr Jones and unanimously RESOLVED 24/032 to adopt the revised Training and Development Policy.

Completion of the Limited Assurance Review - it was noted that PKF Littlejohn had now completed their External Audit.

Auditor's Report and Certificate for 2023-24- the Auditor's Report and Certificate for 2023-24 was circulated for

the Parish Council's information, this had also been updated on the Website.

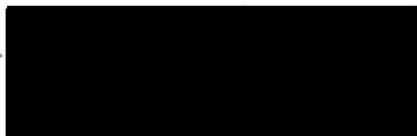
Notice of Conclusion of Audit – it was reported that the Notice of Conclusion of Audit had been announced on 5<sup>th</sup> August.

#### NEXT MEETING

The next meeting will be the Parish Council Meeting and will take place on Sunday 3<sup>rd</sup> November 2024 at 5.00pm in Huxley Village Hall.

The meeting closed at 18:36

Signed:.....



Dated:.....31.11.2024.....