

## MINUTES OF THE PARISH COUNCIL MEETING HELD ON 1<sup>st</sup> MARCH 2026 DIRECTLY AFTER THE PARISH MEETING AT HULXEY VILLAGE HALL

In Attendance: Cllr R Bird

Cllr F Halton

Cllr M Pilkington

Cllr S Ratledge

Cllr L Sackett (Chair)

Cllr S Martin

Cllr C Warburton

Clerk: Mrs T Ryall-Harvey

Members of the Public: 0

**APOLOGIES:** Apologies were received and accepted from Cllr R Jones due to being out of the country, Cllr Nicholls due to work commitments and Cllr Mike Jones (Ward Councillor) due to family commitments.

**DECLARATION OF DISCLOSABLE INTERESTS –** Nothing declared

**PUBLIC SESSION –** nothing raised.

### MINUTES

RESOLVED 25/051 that the Chairman signs, as a true and correct record, the minutes of the meeting held on 4<sup>th</sup> January 2026 proposed by Cllr Ratledge and seconded by Cllr Pilkington and unanimously agreed.

### ACTIONS (*not otherwise on the agenda*)

It was reported that the gardener had been asked to trim back hedge in Hargrave at the Old Post office – this work has been completed.

It was also reported that following the last meeting the gardener had been asked to trial the siding out of footpath in Huxley – this work had been cancelled due to the maintenance work currently being carried out along Huxley Lane by United Utilities.

It was discussed the possibility of sowing wildflowers on the areas that have been dug up by United Utilities recently.

**ACTION:** Clerk and Cllr Pilkington to obtain quotes.

- Snowdrops
- Wild Garlic
- Continue to plant Daffodils

### BUSINESS AND CORRESPONDENCE

Public Right of Ways – Cllr Sackett reported upon FP3 requiring work and the PROW Officer had no funds to date. It was reported that the 11 kissing gates that have been funded are due to be installed imminently depending on the weather.

Highways – It was reported that Martin's Lane had been closed twice in the last 14 days. The residents have raised a formal complaint due to the state of the road.

**ACTION:** The clerk was asked to contact Highways for an update on Guy Lane and Martins Lane work to be carried out.

A brief discussion on the state of the road by the Primary school was held. The Parish Council understood that CWaC Highways would undertake the road resurfacing project as a priority in the new financial year to allow United Utilities to finish their works, however they continued to report any potholes that required filling.

United Utilities – An update of the work being carried out in Hargrave and Huxley was shared between the Parish Councillors. It was noted that complaints had been received from residents with regards to the amount of rubbish being left by United Utilities. Also traffic management issues were concerning, this was reported by the Chairman directly to United Utilities.

Community Litter Picking Event (Womble Walk) it was reported that the date of 21<sup>st</sup> March had been proposed for the next Community Litter Picking Event. United Utilities advised that they will do a 'clean up' themselves after they have finished their work.

ACTION: Clerk to order litter picking equipment.

Peak Cluster – Cllr Sackett, Ratledge and Halton attended the webinar and Cllr Warburton had attended the drop-in event in Hoole and following this, received leaflets and posters to share with residents. The Parish Councillors discussed the project.

Speeding in Huxley – Cllr Ratledge provided an up to dated report prior to the meeting on the SID, the speeds were substantially lower due to road works being carried out and the state of the roads. It was agreed to leave the SID outside the Primary School as it had been turned around to face the opposite way to previous.

Asset Maintenance – the list of assets requiring maintenance was re-circulated around prior to the meeting, it was agreed that this would be reviewed again once the weather improved. It was agreed that this should be kept on the agenda until completed.

ACTION: Mary to chase the painter with regards to the Telephone Box.

ACTION: Leave the items on the agenda for the next meeting when weather is better.

ACTION: Apply for ward members budget money towards Bench in Memorial Garden in Hargrave.

Other Correspondence – It was noted Tattenhall and District Parish Council has now reached the pre-submission stage of the modified Tattenhall and District Neighbourhood Plan and the document were available for consultation from Monday 23rd February to Monday 13th April 2026.

The letter from Assistant Chief Constable Alison Ross dated 19.2.26 providing an update on the future of the PCSO's was circulated prior to the Parish Council meeting and noted at the meeting.

The updated fly tipping 'official' stats provided by Ward Councillor Mike Jones was circulated prior to the meeting and noted at the meeting. Cllr Warburton advised that fly tipping had taken place at a layby on Martins Lane and she would report this to CWaC.

## PLANNING

The Planning Register dated 16/02/2026 was accepted and changes to the planning register from last meeting were noted.

It was noted that the following application had been determined by the Local Authority since the last meeting:-

- 24/00014/FUL – Barn at Bridge Cottage, Whitchurch Road, Saughton, Chester CH3 9AU – Demolition of two agricultural buildings, and conversion and extension of a further barn to create a single dwelling – *approved*.

- 24/02969/FUL – Stapleford Mill Farm, Ryecroft Lane, Bruen Stapleford, Chester CH3 8HH – Demolition of existing barn buildings, Erection of two storey dwelling, garden room, garage and office – *refused – Appeal dismissed.*
- 25/01594/PIP – Land adjacent to St Peters Church, Church Lane, Hargrave – Erection of 7 dwellings and associated infrastructure works – *refused.*
- 25/01502/PIP – Land at Long Acre, Mill Lane, Huxley Chester – Erection of 1 self build dwelling and associated infrastructure works – *Appeal dismissed.*

It was noted that the following consultation received since the last meeting:-

- 26/00006/FUL – Scots Pines, Church Lane, Hargrave CH3 7RN – Alterations to front to include bow windows and storm porch, demolition of existing conservatory and erection of single storey rear extension, replacement windows and doors – the Parish Council submitted *no objections* to this planning consultation.

It was noted that the following consultation had been received since the agenda has been circulated:-

- 26/00352/FUL - Willow Farm Long Lane Huxley Chester CH3 7RG - Conversion and change of use of existing building into two dwellings including the construction of a car port and associated development

The Parish Council discussed this planning application and noted that the neighbourhood plan encourages barn conversions from traditionally built barns however this building is not traditionally built. All parish councillors were in favour of objecting to the planning consultation.

It was noted that the following response had been received from CWaC Planning Enforcement

24/00325/EMCOUI - caravan and shipping container on agricultural land at Old Hall Lane, Foulk Stapleford – the Planning Enforcement Officers has been in contact with the owner, and the shipping container has now been removed from the land.

The owner has confirmed that the caravan is a welfare unit for individuals working on the farm and so this does not require planning permission to be present and does not represent a breach in planning control. This Planning Enforcement issue is now closed.

## FINANCIAL ITEMS

### Cashbook and Out-turn Forecast YTD

RESOLVED 25/052 Year to date cashbook and out-turn report dated 16/02/2026 was approved as a true and correct record.

Bank Reconciliation against Cashbook YTD – RESOLVED 25/053 – that Cllr Warburton signed the Bank Reconciliation and Bank Statements.

### Insurance Renewal

The Clerk reported that she had received a quote to renew the insurance for 2026-27 from Zurich Insurance of £304. It was proposed by Cllr Bird and seconded by Cllr Martin and unanimously RESOLVED 25/054 to renew the insurance for 2026-27 with Zurich Insurance.

VAT Rebate Application - RESOLVED 25/055 that the clerk submit the VAT Rebate Application for 2025-26 of £807.16 in March to allow for payment to be reviewed within the same financial year.

Payroll Provider for 2026-27 – following the Clerk seeking quotes for Payroll provision for 2026-27 it was proposed by Cllr Pilkington and seconded by Cllr Martin and unanimously RESOLVED 25/056 that the Accounts Centre be asked to undertake these services for 2026-27.

Payments by Direct Debit – RESOLVED 25/057 to continue paying the ICO subscription by Direct Debit and this be the only Direct Debit paid by the Parish Council.

Approve the Clerk's overtime of 17 hours – proposed Cllr Sackett and seconded by Cllr Ratledge and unanimously RESOLVED 25/058.

Payments for approval:-

RESOLVED 25/059 to accept list below of income received and payments made or due to be made since the last meeting for approval.

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

Date	Payable to	Gross Amount	Comment
09/01/2026	Bank Interest	£12.11	Monthly Bank Interest
09/02/2026	Bank Interest	£10.74	Monthly Bank Interest
24/02/2026	CWaC – Churchyard Grant Monies	£1,212.27	Closed Churchyard Grant
08/01/2026	United Utilities	£2,000.00	Community Compensation

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

Date	Payable to	Net Amount	VAT	Gross Amount	Comment
07/01/2026	Hargrave PCC	£30.00	£0.00	£30.00	Hall Hire for PC Meeting
20/01/2025	Service Charge	£4.25	£0.00	£4.25	Bank Charges
21/01/2026	Linux	£47.88	£9.58	£57.46	Old Domain Registration
12/02/2026	Zurich	£304.00	£0.00	£304.00	Annual PC Insurance
22/01/2026	Stephen O'Brien	£30.00	£0.00	£30.00	Grounds Maintenance
26/01/2026	Mrs T Ryall-Harvey	£256.11	£0.00	£256.11	Salary Tax month 10
20/02/2026	Service Charge	£4.25	£0.00	£4.25	Bank Charges
25/02/2026	Mrs T Ryall-Harvey	£355.91	£0.00	£355.91	Salary Tax Month 11

**Payments not yet made for approval**

Payable to	Net Amount	VAT	Gross Amount	Comment
Mrs T Ryall-Harvey	£355.91	£0.00	£355.91	Salary Tax Month 12
Hargrave PCC	£1,212.27	£0.00	£1,212.27	Churchyard Grant
HMRC PAYE	£6.40	£0.00	£6.40	PAYE Q4
Huxley Village Hall	£68.00	£0.00	£68.00	Room Hire charges for 2025-26
Mrs T Ryall-Harvey	£104.89	£17.20	£122.09	Expenses

PARISH COUNCIL MATTERS

Risk Management Policy - RESOLVED 25/060 that the Risk Management Policy and Risk Assessment that were circulated prior to the meeting and reviewed be approved in preparation for the Internal Audit. Proposed - Cllr Ratledge, seconded by Cllr Bird.

Anti-Harassment and Bullying Policy – RESOLVED 25/061 that the Anti-Harassment and Bullying Policy be adopted as circulated prior to the meeting. Proposed by Cllr Sackett and seconded by Cllr Nicholls.  
Subject to changing working to include Councillors as well as staff.

Asset Register for 2026 RESOLVED 25/062 that the Asset Register be approved as circulated prior to the meeting. This was unanimously approved. Proposed - Cllr Martin, seconded by Cllr Halton.

Update on Parish Council gov.uk website. – The Clerk reported that HargraveHuxleyParishCouncil.gov.uk was now live, there were still areas that required updating/completing and photographs and councillor information was still required to be provided.

ACTION: It was agreed that quotes should be sought for photographs for the area to include the new website.

ACTION: Double check if there is a Neighbourhood plan page on the new website.

ACTION: Is there any anti-spam setting on the emails.

Internal Auditor

RESOLVED 25/063 to instruct Mrs Kath Lloyd to undertake the Internal Auditor for 2025-26.

Working Group Meetings

CIL Working Group – nothing further to update since the last meeting.

Have a meeting once the Kissing gates have been installed to look at next projects.

Neighbourhood Plan Working Group - Cllr Sackett reported upon a working group meeting attended by Cllr Sackett, Cllr Jones and Cllr Nicholls to look at a Design Code, a recently approved Design Code had been shared with the group from Dunham Hill and Hapsford Parish Council. The Working Group had then sought advice from CWaC Neighbourhood Plan lead who advised not to progress with a Design Code until CWaC have published theirs.


ACTION: Get a quote for a Design Code to be able to earmark money for the future.

DOWN OUR WAY – items for inclusion in the next issues of Down Our Way was sought.

- Advertise about the running race.
- Next Parish Council meeting.

NEXT MEETING

The next meeting will be the Annual Parish Council Meeting and will take place on Sunday 26<sup>th</sup> April 2026 at Hargrave Village Hall at 5.00pm.

Signed:..........

The meeting closed at 18:05  
Dated:.....10/05/26.....