

**Minutes of Duddon and Burton Parish Council
at Duddon, Clotton & District Memorial Hall
on Monday 23rd January 2023 at 7.00pm**

PRESENT:

Cllr G Goulbourne - Chairman
Cllr M Lightfoot
Cllr C Cummins
Cllr A Green

Cllr J Warburton
Cllr J Leather, CWaC Ward Councillor
Members of the Public: 0
CLERK: Mrs T Ryall-Harvey (Clerk)

APOLOGIES FOR ABSENCE – No apologies were received.

DECLARATION OF PECUNIARY INTERESTS

No declarations were received.

PUBLIC PARTICIPATION

Cllr Leather reported that CWaC were currently undertaking reviewing their playing pitch strategy and had a consultation running if anyone was interested in providing any comments they could do this until 12th March when the consultation closes.

MINUTES OF THE MEETING

RESOLVED 22/039: That the minutes of the meeting of 23rd November 2022 be confirmed as a correct record and signed by the Chairman.

PLANNING APPLICATIONS

The council noted the Planning Register as circulated at the meeting, dated 12th January 2023 and noted the following application that had been received in since the last meeting:-

22/04216/LDC – 31 Laurel Park, Duddon, Chester CW6 0HL – Loft Conversion – It was confirmed that the Parish Council was not consulted on this application.

22/04416/S73 – Land adjacent to 12 New Road, Duddon, Chester CW6 0HE – Part single, part two storey rear extension to existing dwelling and the construction of a two storey dwelling to the side with new access. It was noted that this application is to vary conditions 3,4 and 8 of planning permission ref: 21/01153/FUL.

ACTION: Submit an appropriate planning response in support of the resident comments.

22/04541/HED – Various Locations Along the Route of a Proposed Sewer Pipeline from Utkinton to Tarvin via Duddon – Removal of various sections of mid and end hedgerows (16 locations) to lay a new wastewater pipeline – It was confirmed that the Parish Council had no objections to this planning application. No objection to this planning application.

ACCOUNTS

Cashbook

RESOLVED 22/040: that the YTD Cashbook dated 12th January 2023 be approved and the Outturn against Budget be noted.

Bank Reconciliation

RESOLVED 22/041 – that Cllr Green signs the Bank Reconciliation and Bank Statements.

Closure of HSBC Bank Account

RESOLVED 22/042 – that HSBC be written to, to request the closure of the Parish Council's account and the transfer of all money over to Lloyds.

Budget for 2023-24

RESOLVED 22/043: that the budget for 2023-24 be set £13,003 as set out below:-

EXPENDITURE	
People & Expenses	
Clerk's Salary	3,025
HMRC	780
Expenses	600
Training	350
Professional service	
Insurance	1,109
Internal Audit	50
External Audit	0
Payroll	136
General Services	
Website	125
Election for 2023-24	548
Village Hall Room Hire	150
Admin	
Membership/Subscriptions	208
Data Protection fee	35
Grants	
Village Hall	0
Churchyard Grant (Supplied by CWAC)	1,600
Projects	
Village Enhancements	500
Community Workshops	1,400
Wildflower Projects	600
Playground Annual Inspection	200
Ad Hoc Beneficial items (S137)	1,587
TOTAL CASH OUT	13,003
RECEIPTS	
Precept	8,405
Bank Interest	0
VAT recovery	0
Churchyard Grant (Supplied by CWAC)	1,600
CWAC contribution	0
Use of Reserves Monies for Project	3,000
Other	0
TOTAL CASH IN	13,005

Precept for 2023-24

RESOLVED 22/044: to request a precept for 2023-24 of £8,405 which is a 5% increase on last years and a £1.87 increase on a Band D house.

Churchyard Grant Application

RESOLVED 22/045: to apply to Cheshire West and Chester for a Churchyard Grant on behalf of St Peter's Church, Duddon for the sum of £2,320.00

Authorisation of Payments

RESOLVED 22/046: that the following income and expenses be approved:-

Income

United Utilities	£2,000.00
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Expenses

Bank charges for December (Lloyds)	£7.00
Bank charges for December (HSBC)	£7.40
Bank charges for January (Lloyds)	£8.70
Clerk's Salary for Tax Point 9	£385.51
HMRC payment	£96.20
Clerk's Salary for Tax Point 10	£250.27
HMRC Payment	£62.60
Clerk's Expenses	£136.73
Shires Accountants – Payroll Services for Q2	£28.80

PARISH COUNCIL MATTERS

CWaC Report It Items

A list of all items that had been reported to CWaC since the last meeting was circulated.

Policies

The following document was presented to the meeting for adoption:-

- Complaints Procedures
- Accessibility Policy

RESOLVED 22/047 to adopt the above document and review again annually.

CORRESPONDENCE

Tarporley War Memorial Hospital Trust Update – an update from the Tarporley War Memorial Hospital Trust had been received, was circulate and noted by the meeting.

Police Budget 2023-24 – it was noted at the meeting that the Police Crime Commissioner was undertaking a survey in preparation for setting it's budget requirements for 2023-24.

Notification of External Auditor Appointment until 2026-27 – It was noted following the recent consultation, that PKF Little John has been appointed as the auditor for the period 2022-23 – 2026-27.

Liverpool John Lennon Airport Airspace Change Proposal – it was noted that an update from Liverpool John Lennon Airport had been received, was circulated and noted at the meeting.

West Cheshire Town and Parish Council Conference – it was noted that Cheshire West and Chester Council were planning a Supporting Our Communities event on Thursday 3rd March from 5.15pm to 9pm. The Clerk asked if anyone wished to attend to represent that Parish Council.

DATE OF NEXT MEETING

The next meeting of Duddon and Burton Parish Council would be held on Monday 27th March 2023 at 7.00pm at Duddon Village Hall.

Meeting finished: 19.26