

**Minutes of the Duddon and Burton Parish Council Meeting
at Duddon, Clotton & District Memorial Hall on
Monday 22nd January 2024 at 7.00pm**

PRESENT:

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

Cllr T Cooper – Ward Councillor
PCSO James Hannath
Members of the Public: 1
CLERK: Mrs T Ryall-Harvey (Clerk)

APOLOGIES FOR ABSENCE – Apologies were received and accepted from Cllr T Lush (Ward Councillor).

DECLARATION OF PECUNIARY INTERESTS - No declarations were received.

PUBLIC PARTICIPATION

A resident reported that the locks had now been changed on the village hall gate and front door. The Fiber Connection last Wednesday came out and reviewed and confirmed that a pole would need to be put in to allow the BT cables to be brought to the village hall. Finding someone to replace the current Chairman, Treasurer etc duties still continues.

The PCSO reported that the funding he had received to undertake a road safety project with the local primary schools had been re-deployed elsewhere due to the lack of update. He also reported that he was hoping to hold some Youth Workshops over the Summer Holidays in the area to encourage kids to come along and participate in activities that he would make available. PCSO Hannath undertook to provide the dates to the Clerk.

PCSO left the meeting.

MINUTES OF THE MEETING

RESOLVED 23/032: That the minutes of the meeting held on 20th November 2023 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 13th January 2024 and noted the following application that had been received in since the last meeting:-

23/03155/DIS – Holly Bank, Duddon Common Lane, Duddon CW6 0HG – Discharge of conditions 3 (materials), 4(car and cycle parking), 5 (EV charging), 9 (RAMS) and 11 (trees and hedgerows of planning permission 22/03186/FUL – the Parish Council was not consulted on this issue.

It was noted that the following planning applications had been determined since the last meeting:-

22/04416/573 – Land adjacent to 12 New Road, Duddon, Chester – Part single, part two storey rear extension to existing dwelling and the construction of a two-storey dwelling to the side with new access, this application to vary conditions 3, 4 and 8 of planning permission ref: 21/01153/FUL – **approved**.

23/01021/FUL – Land adjacent to Duddon Hall, Tarporley Road, Tarvin, Chester – Proposed change of use of machinery and produce store to incorporate housing of livestock – **approved**.

23/02269/FUL – Sycamore Cottage, Back Lane, Duddon CW6 0EY – Demolition of existing conservatory and erection of two storey rear extension with first floor balcony, single storey rear extension and

demolition of flat roof store to outbuildings and rebuilt to enlarge outbuildings for home office – **approved**.

23/03155/DIS – Well House Farm, Duddon Common Lane, Duddon, CW6 0HG – application to discharge conditions 4 (highways visibility splays) and 8 (Construction Environmental Management Plan) of planning permission 22/03072/FUL – **approved**.

To note that the following issue has been reported to Planning Enforcement for consideration:-

EN578557156 – Burton Farm, Burton, Chester CW6 0ER – Outbuildings previously used for housing livestock had been reported to now being used for industrial purposes.

Cllr Goulbourne sought clarification from Cllr Cooper as to why the planning process at CWaC took so long. Cllr Cooper reported he believe this was due to the department being short staffed`.

ACCOUNTS

Cashbook

RESOLVED 23/033: that the YTD Cashbook dated 13th January 2023 be approved and the Outturn against Budget be noted.

Bank Reconciliation

RESOLVED 23/034: that Cllr Cummins signs the Bank Reconciliation and Bank Statements.

Churchyard Grant Application

RESOLVED 23/035 that the Parish Council submit a Churchyard Grant application on behalf of Duddon St Peter's Church to the claim value of £3,300.

Authorisation of Payments

RESOLVED 23/036: that the following income and expenses be approved:-

Income:-

Bank Interest	£22.08 & £20.04
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Expenses made between meeting for approval:-

Clerk's Salary for Tax Point 9	£375.07
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HMRC payment	£93.80
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Expenses not yet paid for approval:-

Clerk's Salary for Tax Point 10	£264.00
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HMRC Payment	£66.20
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Clerk's Expenses	£140.39
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PARISH COUNCIL MATTERS

Investment Policy – it was **RESOLVED 23/037** to adopt the Investment Policy presented to the meeting and start the process of opening an investment account with Skipton's Building Society Community Savers Account for the purposes of holding earmarked and reserved monies to gain better interest returns.

It was **RESOLVED 23/038** to open a Skipton Building Society Community Savers Account with two signatories and it was confirmed that the signatories for the account would be:

Mrs Trudy Ryall-Harvey – Clerk & Responsible Financial Officer

Mr Geoff Goulbourne - Chairman

2024-25 Budget

RESOLVED 23/039: that the budget for 2024-25 be set £11,762 as set out below:-

Budget Element	2024-25 Budget
EXPENDITURE	
People	
Staff Costs	4,028
Professional service	
Insurance	1,109
Internal Audit	50
External Audit	0
Payroll	170
General Services	
Website	90
Election for 2023-24	0
Village Hall Room Hire	120
Admin	
Membership/Subscriptions	292
Expenses	600
Training	200
Data Protection fee	40
Grants	
Village Hall	0
Churchyard Grant (Supplied by CWaC)	1,600
Other Grants	500
Projects	
Village Enhancements	310
Village Maintenance	1,500
Community Events	500
Playground Annual Inspection & Maintenance	310
Ad Hoc Beneficial Items (\$137)	0
Inflation %	228
Contingency % of above	114
TOTAL CASH OUT	11,762

RECEIPTS	
Precept	8,825
Bank Interest	264
VAT recovery	70
Churchyard Grant (Supplied by CWaC)	1,600
CWaC contribution	0
Use of Reserves Monies for Projects	1,000
Other	0
TOTAL CASH IN	11,759

Precept for 2024-25

RESOLVED 23/040: to request a precept for 2024-25 of £8,825 which is a 5% increase on last years and a £1.96 increase on a Band D house.

Training

RESOLVED 23/041 to approve the Clerk's Training plan for January – July 2024 at a cost of £102.00 to the Parish Council.

Civility and Respect

RESOLVED 23/042 that the Parish Council agreed to sign up to the Civility and Respect pledge stating that they agreed to the following:-

- Duddon Burton Parish Council has agreed that it will treat all councillors, clerk and all employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.
- Duddon Burton Parish Council has put in place a training programme for councillors and staff
- Duddon Burton Parish Council has signed up to Code of Conduct for councillors
- Duddon Burton Parish Council has good governance arrangements in place including, staff contracts.
- Duddon Burton Parish Council will commit to seeking professional help in the early stages should civility and respect issues arise.
- Duddon Burton Parish Council will commit to calling out bullying and harassment when if and when it happens.
- Duddon Burton Parish Council will continue to learn from best practice in the sector and aspire to being a role model/champion council e.g., via the Local Council Award Scheme
- Duddon Burton Parish Council supports the continued lobbying for the change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate.

Parish Meeting

It was agreed that the next Parish meeting should be held on Monday May 20th immediately and the Annual Meeting of the Parish Council should be held immediately after.

THE COMMUNITY

Playground Equipment - Cllr Green confirmed he would undertake the painting of the playground equipment when the weather warmed up and improved.

CORRESPONDENCE

D-Day 80 – 6th June – following receipt of information relating to the commemoration and celebration of DDay, it was agreed that this information should be passed to Duddon St Peter's Church to see if they wished to participate.

PCSO update – the recent PCSO newsletter was circulated and noted at the meeting.

Police and Crime Commissioner Budget Review – the information was circulated and noted.

CWaC Town and Parish Conference – Wed 6th March – the Clerk sought confirmation as to if anyone wished to attend this event on behalf of the Parish Council.

Email from Duddon Primary School - the email was circulated and the Parish Council was not aware of any locals with sufficient historic knowledge that they could recommend to the school.

Request from Resident to install double yellow lines on Willington Road near Junction of A51 to stop cars being parked close to the junction and causing an obstruction – the information was considered and it was agreed that this section of road was considered to be dangerous to contact Highways with regards. **ACTION** - ask CWaC Highways if they would consider putting double yellow lines 100 meters on the corner A51 down Willington Road towards Back Road.

ACTION: Copy Cllr Cooper in.

Temporary Road Closure – It was reported that Burton Road in Chester had a road closure for a maximum of 5 days coming into force on 23rd January 2024.

5 Communities Fibre to the Premises Update - the recent update with regards to Openreach's activity around Willington Road, Willington Lane, Duddon Common and Clotton Common was circulated and noted.

Members Budget Monies – Cllr Cooper confirmed that there were monies available that needed spending by the end of January and he would welcome applications this week.

DATE OF NEXT MEETING

The next meeting of Duddon and Burton Parish Council would be held on Monday 4th March 2024 at 7.00pm at Duddon Clotton and District Memorial Hall.

Meeting finished: 19.51

Signed:



Dated: 4 - 3 - 24