

**Minutes of Duddon and Burton Parish Council Meeting held on Monday 23rd March 2026
at Duddon, Clotton and District War Memorial Hall at 7.00pm**

PRESENT:

Cllr C Cummins
Cllr T Green
Cllr G Goulbourne - Chair
Cllr M Lightfoot
Cllr K Warburton

Members of the Public: 1
CLERK: Mrs T Ryall-Harvey

APOLOGIES FOR ABSENCE – Apologies were received and accepted from Cllr T Lush.

DECLARATION OF PECUNIARY INTERESTS - No declarations were received.

MINUTES OF THE MEETING

RESOLVED 25/043: That the minutes of the meeting held on 26th January 2026 be confirmed as a correct record and signed by the Chairman.

PLANNING

The council noted the Planning Register as circulated at the meeting, dated 9th March 2026.

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

26/00378/FUL – Land at Duddon Wastewater Treatment Work, Willington Road, Duddon, Chester – Extension to Duddon Wastewater Treatment Works, new process units and change of use to operational land, new access from Willington Road, perimeter fencing and associated landscaping.

26/00504/FUL – Burton Cottage, Burton Road, Burton Chester CW6 0ER – Alterations to side window opening with new timber window.

It was reported that the following planning application had been received since the agenda had been sent out:-

26/00590/PIP - Land North of A51 Duddon Road Clotton Tarporley - Erection of up to 9 dwellings and all associated infrastructure works – the Parish Council discussed this application and confirmed that they wished to submit the following comments in relation to the consultation:-

The Parish Councillors have concern about the vehicle access point as it comes out onto the fast-moving A51 and hoped that Highways would assess this for safety of vehicle.

The Parish Council identified the benefit towards the Primary School in increasing the number of households in the area.

The Parish Council also shared concern about if the current infrastructure (ie United Utilities) could cope with the additional need placed should this development move forward.

The Parish Council asked that if the application were successful if the developers would look to provide funding to support the existing facilities/amenities within the Duddon.

It was noted that the following planning applications had received a determination since the last meeting:-

25/02077/FUL – The Willows, 4 Duddon Hall Barns, Tarporley Road, CW6 0HZ – Single Storey front extension and porch - **approved**.

One resident joined the meeting.

PUBLIC PARTICIPATION –

A resident on behalf of the Village Hall reported on the work that the Village Hall is carrying out in relation to installing solar panels, they have sought quotes from several companies and have now commissioned Smart Energy to carry out the project. They have a site planning meeting on 13th April with the company and moving on from this they hoped to have the solar panels and battery installed in the summer. The representative of the Village Hall was disappointed by the lack of advice available from the Planning

Department without having to pay a planning consultation fee for confirmation that planning permission is not required. The Village Hall have agreed to take the advice of the solar installation company due to the lack of advice from CWaC.

The representative confirmed that there was a coffee morning organised for Friday 27th and on 10th April there is the next Quiz.

One resident left the meeting

ACCOUNTS

Cashbook

RESOLVED 25/044: that the YTD Cashbook dated 11th March 2026 be approved and the Outturn against Budget be noted.

Bank Reconciliation

RESOLVED 25/045: that Cllr Lightfoot signs the Bank Reconciliation and Bank Statements.

Appointment of Internal Auditor for 2025-26

RESOLVED 25/046: that Mr P Sanders be appointed as Internal Auditor for Duddon and Burton Parish Council for 2025-26

VAT Rebate

RESOLVED 25/047: that the Clerk submit the VAT Rebate claim for 2025-26 of £309.50.

Payroll Provider

RESOLVED 25/047: that the Parish Council appoint The Accounts Centre as Payroll Provider for 2026-27 and approved the setting up of a Direct Debit to make regular payments.

Authorisation of Payments

RESOLVED 25/048: that the following income and expenses be approved:-

Income received since the last meeting for noting:				Gross Amount	Comment
27/01/2026	Int Compound			£20.73	Skiptons Interest
27/02/2026	Int Compound			£18.26	Skiptons Interest
09/02/2026	Interest (Gross)			£4.32	Bank Interest
09/03/2026	Interest (Gross)			£3.69	Bank Interest
02/03/2026	CWaC			£1,004.55	Churchyard Ground Maintenance Grant
16/03/2026	HMRC VTR			£309.50	VAT Rebate for 2025-26
Payments made since last meeting for noting:-					
Date	Payable to	Net Amount	VAT	Gross Amount	Comment
19/02/2026	Bank Charges	£8.50	£0.00	£8.50	Bank Charges
25/02/2026	Mrs T Ryall-Harvey	£287.32	£0.00	£287.32	Clerk's Salary Tax Month 11
11/03/2026	Tarvin Parochial Church	£1,004.55	£0.00	£1,004.55	Churchyard Ground Maintenance Grant
11/03/2026	Mrs T Ryall-Harvey	£110.94	£9.68	£120.62	Clerk's Expenses
19/03/2026	Bank Charges	£4.25	£0.00	£4.25	Bank Charges
25/03/2026	Mrs T Ryall-Harvey	287.32	£0.00	£287.32	Clerk's Salary Tax Month 12
29/03/2026	HMRC PAYE	£215.40	£0.00	£215.40	PAYE Q4
20/03/2026	Duddon and Clotton VH	£75.00	£0.00	£75.00	Hall Hire for PC Meetings for 2025-26
11/03/2026	Morral Play Services	£52.50	£10.50	£63.00	Annual Inspection of Play Area 2025

ENVIRONMENT

Playground – Clerk circulated the ROSPA Inspection for the Parish Councillors information, it was noted that the actions that were highlighted on the report were all low risk and it was agreed to review again next year.

It was agreed that the following work needed to be undertaken as soon as the weather improves:-

- Replacement of one fencing post.
- Rope needs to be wrapped on net tunnel to protect the exposed wires

ACTION: Cllr Goulbourne and Cllr Cummins agreed to review and arrange.

PARISH COUNCIL MATTERS

Asset Register

RESOLVED 25/049 to approve the Asset Register for 2026.

Risk Assessment

RESOLVED 25/050 to approve the Risk Assessment as circulated with the Parish Council papers for 2026.

Annual Report – it was **RESOLVED 25/051** to approve for presenting the Annual Report for 2025-26 that was presented at the meeting.

Policies – it was **RESOLVED 25/052** to agree and adopt the following policies:-

- Bio-diversity Policy
- Co-option Policy and Procedures
- Community Engagement Policy
- Equality and Diversity Policy

SID & Bollards for A51 – it was reported that the clerk had obtained quotes

- SID Machine - VAS-300SA, Portable with a tripod and retrofit a Time Clock so it comes on at certain times of the day:- £5,823.60
- 2 x Bollards - £1,090.90 - This does not include installation.

Locations have been sent to the Traffic Management Officer at Cheshire Constabulary for review and approval.

A quote has been sought from CWaC for the installation of the Bollards.

It was confirmed that the Parish Council would be prepared to contribute £2,000 towards the total cost of this project which without installation of the bollards currently looked to be £6,914.50 subject to fund raising be sought by the residents working group for the remaining amount.

CORRESPONDENCE

Community Safeguarding Concerns – Parish Councillors was provided with information received from a resident in relation to community safeguarding concerns the resident had. The Parish Councillors discussed this and confirmed that they were not aware of the recent changes to the Muir Housing contract and were not aware of any new placements in Muir Housing properties and agreed to monitor this.

DATE OF NEXT MEETING

The next meeting of Duddon and Burton Parish Council would be held on Monday 18th May 2026 at 7.00pm in the Duddon Clotton and District Memorial Hall.

Meeting finished: 19.36

Signed:

Dated: 18-5-20