

**Minutes of Duddon and Burton Parish Council Meeting held on Monday 18th May 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: 0

CLERK: Mrs T Ryall-Harvey

ELECTION OF CHAIR AND VICE-CHAIR FOR 2026-27

RESOLVED 26/001 – that Geoff Goulbourne be elected as Chair for 2026-27, proposed by Cllr Green seconded by Cllr Cummins and unanimously agreed.

RESOLVED 26/002 – that C Cummins be elected as Vice-Chair for 2026-27, proposed by Cllr Warburton seconded by Cllr Green and unanimously agreed.

APOLOGIES FOR ABSENCE – No apologies were received.

DECLARATION OF PECUNIARY INTERESTS - No declarations were received.

PUBLIC PARTICIPATION – Nothing raised.

MINUTES OF THE MEETING

RESOLVED 26/003: That the minutes of the meeting held on 23rd March 2026 be confirmed as a correct record and signed by the Chairman.

PARISH COUNCIL BUSINESS

Policies

RESOLVED 26/004: that all the policies & procedures be adopted and reviewed again in May 2027.

Payments throughout the year

RESOLVED 26/005: to approve the payments in between meetings throughout the year for 2026-27 against the following budget headings and in-line with the budgets allocated: -

- | | |
|--|------------------------------|
| ▪ Staff Costs | ▪ Expenses |
| ▪ Bank Charges | ▪ Training |
| ▪ Membership & Subscriptions | ▪ Payroll |
| ▪ Churchyard Grant | ▪ Internal & External Audits |
| ▪ Other Grants | ▪ Insurance |
| ▪ Village Enhancement Projects | ▪ Website Subscriptions |
| ▪ Village Maintenance | ▪ Subscriptions |
| ▪ Community Events | ▪ Village Hall & Room Hire |
| ▪ Playground Annual Inspection & Maintenance | ▪ Maintenance of Assets |

Internal Audit Report 2025-26

It was noted that the Internal Audit for 2025-26 had been completed the Internal Auditor had reported that All Paperwork was well presented and accurate, he noted the following:-

- Please amend the Variance Sheet as indicated (Correct typos) -*the clerk confirmed that this had not been updated.*

- For enhanced security the Internal Auditor recommended that all email addressed be linked to the web address – *the clerk confirmed that she had already moved away from the Gmail email and all emailed were now being sent from the duddonandburtonpc.co.uk*

Direct Debit Payments

RESOLVED 26/006: that the following payments be approved to be paid by direct debit for 2026-27:-

- ICO Subscription
- Payroll Services

Dates for meeting for 2026-27

It was **RESOLVED 26/007:** that the dates for future meetings would be:-

Monday 20th July at 7.00pm

Monday 28th September at 7.00pm

Monday 23rd November at 7.00pm

Monday 25th January 2027 at 7.00pm

Monday 22nd March 2027 at 7.00pm (Parish Meeting)

Monday 24th May 2027 at 7pm (Annual Meeting)

ANNUAL ACCOUNTS AND GOVERNANCE 2025-26

The Clerk provided the meeting with information with regards to the finances for 2025-26.

Summary Pack – the Parish Council received and noted the end of year financial summary pack.

Certificate of Exemption – **RESOLVED 26/008:** That the Council wish to certify themselves as exempt from a limited assurance review, certifying that during the financial year 2025-26, the higher of the authority's total gross income or the year or total gross annual expenditure, for the year did not exceed £25,000.

Annual Internal Audit Report – it was noted at the meeting the Annual Internal Audit Report that was completed by the Internal Auditor.

Annual Governance Statement

RESOLVED 26/009: was reviewed, completed and approved by the meeting and signed by the Chairman and Clerk.

Accounting Statement

RESOLVED 26/010: was reviewed and approved by the Parish Council and signed by the Responsible Financial Officer and Chairman of the meeting.

Notice of Public Rights and Publication of Annual Governance & Accountability Return

RESOLVED 26/011: that the Council accept the signing of the Notice of Public Rights and Publication of Annual Governance & Accountability Return and agreed to the publication period be from 3rd June to 14th July 2026.

ACTION: The Clerk undertook to seek quotes for .gov.uk website and report back to a future meeting.

PLANNING

The council noted the Planning Register as circulated at the meeting, dated 29th April 2026.

It was noted that the following planning applications had received a determination since the last meeting:-
26/00504/FUL – Burton Cottage, Burton Road, Burton CW6 0ER – Alterations to side window opening with new timber window - **approved**.

26/01421/PIP - Land at Willington Road Duddon Chester - Permission in principle for erection of 9 dwellings the Parish Council agreed the following comments to be submitted:- expressed concern about the proximity of the entrance to junction, this land had been earmarked by CWaC as potentially site for building and it would potentially benefit to the school.

Two residents joined the meeting.

The residents who attended the meeting, reported that they were attending as the applicants of 26/01421/PIP and told the Parish Councillors that whilst submitting the application they had considered the wider connectivity to the village and the school. They appreciated that the site was partly within the village boundary and partly without. They reported that the consideration of affordable housing and exact numbers would come with the technical application at a future date.

Two residents left the meeting.

ACCOUNTS

Cashbook

RESOLVED 26/012: that the YTD Cashbook dated 1st May 2026 be approved and the Outturn against Budget be noted.

Bank Reconciliation

RESOLVED 26/013: that Cllr Green signs the Bank Reconciliation and Bank Statements.

Insurance Renewal

Clerk confirmed that the Parish Council's insurance was due for renewal on 1st June it was unanimously

RESOLVED 26/014 to take insurance out with Zurich Town and Parish Insurance at a cost of £500 for the year.

Authorisation of Payments

RESOLVED 26/015: that the following income and expenses be approved:-

Income received since the last meeting for noting:				Gross Amount	Comment
27/03/2026	Int Compound			£16.52	Skiptons Interest
27/04/2026	Int Compound			£18.31	Skiptons Interest
09/04/2026	Interest (Gross)			£4.09	Bank Interest
09/05/2026	Interest (Gross)			£7.78	Bank Interest
13/04/2026	Cheshire West and Chester Council			£9,363.00	Annual Precept Payment
Payments made since last meeting for noting:-					
Date	Payable to	Net Amount	VAT	Gross Amount	Comment
07/04/2026	Morral Play Servies	£52.50	£10.50	£63.00	Annual Playground Inspection
20/04/2026	CHALC	£171.60	£0.00	£171.60	Affiliation Fees for 2026-27
20/04/2026	Mr P Sanders	£60.00	£0.00	£60.00	Internal Audit for 2025-26
20/04/2026	Service Charge	£4.25	£0.00	£4.25	Monthly Bank Charges
25/04/2026	Mrs T Ryall-Harvey	£286.44	£0.00	£286.44	Clerk's Salary Tax Month 1
28/04/2026	HMRC PAYE	71.6	£0.00	£71.60	PAYE Tax Month 1
Payments not yet made for approval					
Payable to		Net Amount	VAT	Gross Amount	Comment
Mrs T Ryall-Harvey		£286.44	£0.00	£286.44	Clerk's Salary Tax Month 2
HMRC PAYE		£71.60	£0.00	£71.60	PAYE Tax Month 2
Mid-Cheshire Footpaths Society		£8.00	£0.00	£8.00	Annual Subscription 2026-27
Zurich Municipal		£500.00	£0.00	£500.00	Annual Town, Parish and Community Council Insurance
Mrs T Ryall-Harvey		£62.07	£0.00	£62.07	Clerk's Expenses

CORRESPONDENCE

Community Safeguarding Concerns – following the information provided to Parish Councillors at the last meeting, the Parish Council had received confirmed from the local MP that there was currently no contract between probation and Muir housing to place people in properties in Duddon.

Neighbourhood Policing Update – information was shared that had been provided by the Chief Inspector for Chester on changes for neighbourhood policing in the area.

DATE OF NEXT MEETING

The next meeting of Duddon and Burton Parish Council would be held on Monday 20th July 2026 at 7.00pm in the Duddon Clotton and District Memorial Hall.

Meeting finished: 19.39

Signed:..... Dated:

DRAFT