

MEETING OF DUDDON AND BURTON PARISH COUNCIL

To the Members of Duddon and Burton Parish Council: You are hereby summoned to attend the Parish Council Meeting on Monday 28th September 2026 which will commence at 7.00pm in the Duddon, Clotton and District War Memorial Hall, for the transaction of the business set out below.

Signed *Trudy Ryall-Harvey*, Clerk
21/09/2026
clerk@duddonandburtonpc.co.uk
07784 486 767

MEMBERS OF THE PUBLIC AND PRESS ARE INVITED TO ATTEND ALL COUNCIL MEETINGS
(Public Bodies (Admission to Meetings) Act 1960)

AGENDA

1.	APOLOGIES	To receive any apologies and reason for absence.
2.	DECLARATIONS OF INTEREST	Members to declare any interest under the following categories: pecuniary, outside body and family, friend or close associate.
3.	PUBLIC PARTICIPATION	When members of the public may comment or raise questions regarding matters affecting the Parish. (max of 3 mins per person without prior agreement with Chair and for a maximum of 20 mins in total.) <i>This provides an opportunity for members of the public (who are not usually permitted to speak during the meeting except by special invitation of the Chairman) to participate by asking questions, raising concerns or making comments on matters affecting Duddon and Burton. No decision can be taken during this session, but the Chairman may decide to refer any matters raised for further consideration.</i> <i>N. B Councils cannot lawfully decide items of business that is not specified in the summons/agenda (LGA1972 Sch 12, paras 10(2)(b) and Longfield Parish Council v Wright (1918) 88 LJ Ch 119</i>
4.	ACCEPTANCE OF MINUTES	To approve and sign the minutes of the Parish Council meeting held on 20 th July 26.
5.	PARISH COUNCIL BUSINESS	1. Action Plan – to review and approve the draft Action Plan for 2027-28. 2. Budget for 2027-28 – to receive any items for consideration of inclusion in the Budget for 2027-28. 3. To consider and agree to obtain a Debit Card for the use by the Clerk/RFO for the use of expenses to a single transaction maximum value of £500 as per Financial Regulation 9. 4. Staffing - To approve the revised mileage rates for travel expenses. - To agree the Local Pay Rise for 2026-27 and the back pay from April 2026. - Correspondence Address – to agree if the Parish Council supports the purchase of a PO Box Address for correspondence to protect the clerk's personal data.
6.	PLANNING	- To note planning applications as listed on the planning register, including comments submitted since the last meeting and enforcement matters. - To note any planning applications received since the agenda has been distributed
7.	ACCOUNTS	1. To note the Budget v Outturn Sheet and accept the Cash Book 2. To approve the Bank Reconciliation against Cashbook YTD. 3. To approve payments made and income received since last meeting.
8.	CORRESPONDENCE	- Police & Crime Commissioner CWaC Borough, Town and Parish Council meeting 06/10/26 – to agree is anyone wishes to attend the meeting in Winsford. - Local Plan Scoping Consultation – Cheshire West and Chester Council – to agree if the Parish Council wishes to submit a response. - Crowd-Funding Scheme for proposed Road Safety improvements outside Duddon Primary School – to receive a verbal update. - Any other correspondence received since the last PC Meeting.
	DATE OF NEXT MEETING	The next meeting will take place on Monday 23 rd November 2026 at 7.00pm in Duddon, Clotton and District War Memorial Hall.

Minutes of Duddon and Burton Parish Council Meeting held on Monday 20th July 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

Members of the Public: 1

CLERK: Mrs T Ryall-Harvey

APOLOGIES FOR ABSENCE – Apologies were received and accepted from Cllr K Warburton.

DECLARATION OF PECUNIARY INTERESTS - No declarations were received.

PUBLIC PARTICIPATION – A resident representing the Duddon, Clotton and District War Memorial Hall attending the meeting and confirmed that the Solar Panels have now been installed on the Village Hall and they have now received the MPAN number from Sottish Power to enable British Gas to accept to receive an additional power the solar panel produce. It was reported that the Village Hall is holding it's AGM in early August following that there are a number of maintenance issues requiring attention then it was reported that the Treasurer intended to stand down from his position within six months of the AGM. The Parish Council hoped that the Memorial Hall committee would be able to find a suitable replacement to allow the facility to continue.

MINUTES OF THE MEETING

RESOLVED 26/016: That the minutes of the meeting held on 18th May 2026 be confirmed as a correct record and signed by the Chairman.

PARISH COUNCIL BUSINESS

Policies

RESOLVED 26/017: that all draft updated Financial Regulations be adopted with immediate effect.

Proposed SID and Bollards for A51

The Clerk reported that she had provided an update to the resident who was seeking funding for a SID and Bollards outside Duddon Primary School. The estimated costs had been shared with the resident, confirmation of Duddon and Burton Parish Council's contribution towards this had been provided. The resident had liaised with the Parent Teacher Association at the Primary School and unfortunately, they had confirmed they were not able to support this project. The Clerk and the resident had written to the Ward Councillors seeking funding and we were waiting on a response. The Clerk had written to United Utilities to see if they would help fund the project and was waiting on a response.

To move this project forward, the Clerk suggested that a Crowd Funding Project be applied for, subject to there being sufficient support from the community. The resident believed that there would be support and therefore the Clerk sought the Parish Council's comments on moving this project forward.

Website

The quote received in from JKE Websites was considered and it was **RESOLVED 26/018** to move forward and set up a .gov.uk website and commission JKE Websites to transfer the data over.

PLANNING

The council noted the Planning Register as circulated at the meeting, dated 13th July 2026.

It was noted that the following planning applications had received a determination since the last meeting:-
25/03494/FUL – The Old Bakery, Tarporley Road, Duddon, Chester CW6 0EW – Conversion and rebuilding of attached outbuilding into ancillary accommodation to include rooflights and flue - approved.

ACCOUNTS

Cashbook

RESOLVED 26/019: that the YTD Cashbook dated 13th July 2026 be approved and the Outturn against Budget be noted.

Bank Reconciliation

RESOLVED 26/020: that Cllr Lightfoot signs the Bank Reconciliation and Bank Statements.

Remembrance Sunday

RESOLVED 26/021: that 1 x Poppy Wreath for Remembrance Sunday in November 2026.

Payments for Approval.

RESOLVED 26/022: that the following income and expenses be approved:-

Income received since the last meeting for noting:				Gross Amount	Comment
27/05/2026	Int Compound			£17.75	Skiptons Interest
27/06/2026	Int Compound			£18.38	Skiptons Interest
09/06/2026	Interest (Gross)			£7.80	Bank Interest
09/07/2026	Interest (Gross)			£8.08	Bank Interest
Payments made since last meeting for noting:-					
Date	Payable to	Net Amount	VAT	Gross Amount	Comment
19/05/2026	Service Charge	£4.25	£0.00	£4.25	Monthly Bank Charges
19/06/2026	Service Charge	£4.25	£0.00	£4.25	Monthly Bank Charges
25/06/2026	Mrs T Ryall-Harvey	£286.44	£0.00	£286.44	Clerk's Salary Tax Month 3
29/06/2026	HMRC PAYE	£71.60	£0.00	£71.60	PAYE Tax Month 3
29/05/2026	PJ Hellmers Ltd	£412.00	£0.00	£82.40	Weed treatment around roads of Duddon
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 4
Mrs T Ryall-Harvey		£46.34	£0.00	£46.34	Clerk's Expenses
HMRC PAYE		£71.60	£0.00	£71.60	PAYE Tax Month 4
Service Charge		£4.25	£0.00	£4.25	Monthly Bank Charges for July

CORRESPONDENCE

Tarvin Educational Foundation – a brief update on the position of the Trustees of Tarvin Educational Foundation was provided to the Parish Council, to confirm that they would not be in a position to offer grants to students until March 2027.

Local Plan Update – June 2026 – Cheshire West and Chester Council (CWaC) circulated for the Parish Council's information an update on the Local Plan, this was noted at the meeting.

Neighbourhood Planning update – Cheshire West and Chester Council (CWaC) provided general information relating to Neighbourhood Planning including toolkits, maps of neighbourhood areas and details of progress with Neighbourhood Plans, they also reported that they were able to calculate indicative housing figures should Parish Council wish to look to update their Neighbourhood Plans.

PCC Police and Crime Plan Refresh Survey- it was noted that the Police & Crime Commissioner had undertaken a survey.

Bus Stop to Tarporley – it was reported that the confer hedge belonging to The Laurels required cutting back as it was overshadowing the bus shelter, a resident recently taking the bus nearly missed the bus, as he could not see the bus coming, and the bus driver could not see that there was anyone in the bus shelter. **ACTION:** Clerk to report the hedge to CWAC The Laurels (HW858745173) – also report property down hook lane, burton (HW858746522).

Hedge cutting - it was reported that the hedges on footpath Burton FP7 were overgrown and required cutting back. **ACTION:** Clerk undertook to report to CWaC (HW858748416).

Stones on village green – it was reported that on the village green in Burton, a resident had put decorative stones on the green to stop vehicles mounting the green, however the Parish Council had concerns about drivers damaging their vehicles if they need to pass on the green it was therefore agreed that the Clerk report this to CWaC. **ACTION:** Clerk to report stones on village green in Burton and request they be removed (HW858750393)

Chairman’s Report

The Chairman highlighted to the meeting that there was currently 41 proposed houses to be built in Duddon that are still awaiting a decision on.

DATE OF NEXT MEETING

The next meeting of Duddon and Burton Parish Council would be held on Monday 28th September 2026 at 7.00pm in the Duddon Clotton and District Memorial Hall.

Meeting finished: 19.28

Signed:..... Dated:

DUDDON AND BURTON PARISH COUNCIL

Action Plan 2027-28

	Issue	Action	Lead	Resource Implications	Timescales
Crime & Community Safety					
1.	Crime & Community Safety	- Monitor PCSO Newsletters and raise issues with PCSO - Develop relationship with PCSO encourage attendance at PC Meetings.	All Parish Councillors Clerk	NIL NIL	Regular and frequent monitoring Bi-monthly
Events & Activities					
2.	Remembrance	Poppy Wreath Put Lamp-post Poppies and Willow-Poppies Up	Chairman Clerk	£25 Purchase of Poppy Wreath NIL	October-November October
3.	Festive Decorations	Festive Wreaths – put up Wreaths around village	Chairman/PC	NIL	December
Communication					
4.	Communication of Parish Council activities	Include information of Parish Council meetings, vacancies and other important information on Noticeboards PC Website	Clerk Clerk	NIL NIL	Bi-Monthly Bi-monthly
Environment					
5.	Street Furniture	Undertake Audit of all PC Assets and establish any maintenance requirements	Chairman	£150	Annually
6.	Playground Equipment	- Undertake Annual Inspection. - Undertake any maintenance required.	Externally Parish Council	£60 £250	Annually As required

Planning, Enforcement & Neighbourhood Plan					
7.	Planning Applications	Circulate all planning applications to Parish Councillors Agree responses in support/neutral or objecting. Submit comments to Planning Department	Clerk Parish Council Clerk	NIL	As and when required.
8.	Enforcement Issues	Report Enforcement Issues brought to the Parish Council's attention to CWaC and monitor.	All Councillors /Clerk	NIL	As and when required.

Highways					
9.	Potholes and Highways/signs Damage	Report all potholes and highways/signs damage issues brought to the parish council's attention to CWaC and monitor.	Councillors /Clerk	NIL	As and when required.
10	Gullies, Gutters, Grid & Ditches	Monitor and report any blocked gullies, gutters, grids & Ditches	All Councillors & Residents	NIL	Monthly review
11.	Highways Weeding	Report all highways weeding issues brought to the parish council's attention to CWaC and monitor.	Councillors /Clerk	NIL	As and when required.
12.	Weeds (Footpaths and Gutters)	As above however also review the need to arrange the gutters to be weed killed and swept by the Parish Council.	Clerk	£1,500	Bi-annually

Footpaths					
13.	Footpath Accessibility	Report all footpath accessibility issues brought to the parish council's attention to CWaC and monitor.	All Councillors/ Clerk	NIL	As and when required.

Parish Council					
14.	Training	Identify any training needs of Clerk & Parish Councillors.	Councillors/ Clerk	£200	As and when required
15.	Parish Meeting	Organise Annual Parish Meeting to allow groups within the Parish to report activities that have been carried out to the Parish Council	Chairman/ Clerk	NIL	March

Duddon and Burton Parish Council Planning Register 2023-24

Received	Number	Location	Description	PC Response	Result
Thu 18 May 2023	23/01619/OUT	Land Adj To Duddon Hall Tarpoley Road Tarvin Chester	Land Adj To Duddon Hall Tarpoley Road Tarvin Chester	No objections	Awaiting decision

Duddon and Burton Parish Council Planning Register 2025-26

Received	Number	Location	Description	PC Response	Result
Fri 11 Apr 2025	25/01200/OUT	Land To The South of A51 Tarpoley Road Duddon Chester	Erection of up to 27 no. dwellings (C3) and associated infrastructure works including access, landscape, drainage and retention of an existing public right of way	Response submitted 19-06-2025	
Thu 08 Jan 2026	26/00080/PIP	Land At Willington Road Duddon Chester	Permission in principal for 1-5 dwellings	Neutral	Approved
Mon 26 Jan 2026	26/00249/LDC	The Beeches Well Lane Duddon Chester CW6 0HG	Lawful development proposal of the erection of a single-storey home leisure outbuilding for incidental use in connection of the dwellinghouse.	Not consulted on.	Approved
Thu 05 Feb 2026	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	Response submitted	Awaiting decision

Duddon and Burton Parish Council Planning Register 2026-27

Received	Number	Location	Description	PC Response	Result
Tues 12 May 2026	26/01421/PIP	Lane at Willington Road, Duddon, Chester	Permission in principle for erection of 9 dwellings	Response submitted	Approved

AGR – Agricultural application
 CAT – Conservation area tree
 FUL – Full application
 LBC – Listed building consent
 PDQ – Agricultural Buildings to Dwelling Houses
 REF - Appeal
 S73 – Minor material amendments
 LDC – Lawful Development Certificate
 TPO – Tree Preservation Order

Trudy Ryall-Harvey
 17-09-2026

Budget Element		Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Acutal 2026 27	Budget 2026-27	Variance	Commentary
EXPENDITURE																	Costs include VAT
People																	
Staff Costs		358	358	358	355	358	358	358	421	365	365	365	365	4,384	4,390	-6	
Professional service																	
Insurance														500	650	-150	
Internal Audit		60	500											60	57	3	
External Audit														0	0	0	
Payroll													144	144	224	-80	No external Audit required for 2026-27
General Services																	
Website						165	57	206						428	206	222	E166 for 12 months website, £20 for .co.uk domain
Election														0	0	0	No election in 2026
Bank Service Charge		4	4	4	4	4	4	4	4	4	4	4	4	51	54	-3	
Village Hall Room Hire													120	120	120	0	
Admin.																	
Membership/Subscriptions		172	8								51			230	243	-13	£175 - CHALC
Expenses			62		46		75		75		75		75	408	450	-42	£60 - SLCC
Training											50			100	200	-100	£8 - Mid Cheshire Footpath Society
Data Protection fee			47					50						47	47	0	Clerk expenses
Grants																	Direct Direct
Churchyard Grant (Supplied by CWaC)								500					1,000	1,000	1,000	0	
Other Grants														500	500	0	
Projects																	
Village Enhancements									30					30	30	0	£30 for Poppy Wreath
Village Maintenance			494						480					974	960	14	£16 for 1 year - road works
Community Events									500					500	500	0	£480 x 2 - Weed Killing of gutters on Back Lane and Willington Road
Playground Annual Inspection & Maintenance									400					523	460	63	
Ad Hoc Beneficial Items (S137)		63												0	0	0	£60 - Playground Inspection
Inflation %		0	0	0	0	0	0	54	19	15	19	12	20	139	353	-214	£400 - Replacement Parts
Contingency % of above		0	0	0	0	0	0	55	19	15	20	13	20	142	363	-221	
TOTAL CASH OUT		657	1,474	362	406	527	495	1,227	1,948	399	584	394	1,808	10,282	10,807	-525	

RECEIPTS																
Precept	9,363												9,363		9,220	143
Bank Interest - Lloyds	4	8	8	8	9	8	5	5	5	5	5	5	74	128	-54	
Bank Interest - Skiptons	18	18	18	18	18	20	20	20	20	20	20	20	231	270	-39	
VAT recovery													300	300	150	
Churchyard Grant (Supplied by CWaC)													1,000	1,600	-600	
CWAC contribution													0	0	0	
Use of Reserves Monies for Projects													0	900	-900	
Other													0	0	0	
TOTAL CASH IN	9,385	26	26	26	27	28	25	25	25	25	25	1,325	10,968	12,268	-1,300	
Transaction Cash flow	8,729	-1,448	-336	-380	-500	-467	-1,202	-1,923	-374	-559	-369	-483	686	0		

Cash in Bank	24270	32,998	31,550	31,214	30,834	30,334	29,867	28,665	26,741	26,367	25,808	25,439	24,956				
		Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar				

DUDDON AND BURTON PARISH COUNCIL

Bank Reconciliation to Cashbook 2026-27

Presented at Council Meeting 28-09-2026

Prepared by Trudy Ryall-Harvey

Balance shown on Cashbook	£29,921.81
Lloyds Bank Accounts as at 17-09-2026	
Current Account	£427.58
Deposit Account	£19,144.09
Skiptons Account	£10,712.43
TOTAL	£30,284.10
Less: Unpresented Payments	£362.29
TOTAL	£29,921.81
Reconciliation	YES

DUDDON AND BURTON PARISH COUNCIL

£ 427.58 Current balance

£ 19,144.09 Balance

Community Saver Iss 11 Monthly

Current Balance ?

£10,712.43

Available Balance: £10,712.43

Current interest rate (gross)% 2.03%

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Maturity Date: N/A

Income received since the last meeting for noting:				Gross Amount	Comment
27/07/2026	Int Compound			£17.81	Skiptons Interest
27/08/2026	Int Compound			£18.43	Skiptons Interest
10/08/2026	Interest (Gross)			£8.61	Bank Interest
09/09/2026	Interest (Gross)			£7.86	Bank Interest
Payments made since last meeting for noting:-					
Date	Payable to	Net Amount	VAT	Gross Amount	Comment
20/08/2026	Service Charge	£4.25	£0.00	£4.25	Monthly Bank Charges
20/09/2026	Service Charge	£4.25	£0.00	£4.25	Monthly Bank Charges
25/08/2026	Mrs T Ryall-Harvey	£286.44	£0.00	£286.44	Clerk's Salary Tax Month 5
29/08/2026	HMRC PAYE	71.6	£0.00	£71.60	PAYE Tax Month 5
25/09/2026	Mrs T Ryall-Harvey	£286.44	£0.00	£286.44	Clerk's Salary Tax Month 6
29/09/2026	HMRC PAYE	£71.60	£0.00	£71.60	PAYE Tax Month 5
12/08/2026	Mrs T Ryall-Harvey	£25.00	£5.00	£30.00	Domain Name Registration
12/08/2026	JKE WebDesign	£112.50	£22.50	£135.00	Website Design and Development
01/09/2026	Linux Internet	£47.88	£9.58	£57.46	Cloud Hosting of old PC domain na
Payments not yet made for approval					
Payable to		Net Amount	VAT	Gross Amount	Comment
Mrs T Ryall-Harvey		£151.84	£6.42	£158.26	Clerk's Expenses