

CLOTTON HOOFIELD PARISH COUNCIL

To the Members of Clotton Hoofield Parish Council: You are hereby summoned to attend the Parish Council Meeting on Monday 28th March 2022 to be held in Duddon and Clotton Memorial Hall, which will begin at 7.30pm, for the transaction of the business set out below.

Signed *Trudy Ryall-Harvey*

Clerk

21/03/2022

Clerk.clottonhoofieldpc@gmail.com or 07784 486 767

AGENDA

1.	APOLOGIES	And reason for absence.	Chair
2.	DECLARATIONS OF INTEREST	Members to declare any interest under the following categories: pecuniary, outside body and family, friend or close associate.	Chair
3.	PUBLIC PARTICIPATION	When members of the public may comment or raise questions regarding matters affecting the Parish.	Chair
4.	MINUTES	To approve the minutes of the Parish Council meeting held on 17 th January 2022	Chair
5.	ACTIONS	To note actions list and receive additional updates	Chair
6.	PLANNING	To note planning applications as listed on the planning register, including comments submitted since the last meeting and enforcement matters.	GB
7.	ACCOUNTS	1) To accept the Cash Book to date. 2) To approve Income and Payments since last meeting. 3) To approve the Bank Reconciliation against Cashbook YTD. 4) To agree and Instruct an Auditor for 2021-22 Internal Audit 5) To approve the VAT Rebate Application for 2021-22 6) To approve the Council's support in the Clerk undertaking the CiLCA training course 7) To approve the new rates of pay applicable from 1 April 2021 8) To approve the Payroll Provider for 2022-23	Clerk Clerk Clerk Clerk Clerk Clerk Clerk Clerk
8.	HIGHWAYS	To review the REPORT IT items and work undertaken since the last meeting.	CK
9.	PARISH COUNCIL MATTERS	- Parish Councillor Vacancies – to receive any update of interest received since the last meeting. - Risk Assessment – to review and update the Risk Assessment Schedule. - Asset Register – to review and approve the Parish Council's Asset Register.	Chair Clerk Clerk
10.	ENVIRONMENTAL ISSUES	Flooding – to receive any reports on impact within the parish following Storms Dudley, Eunice & Franklin - High Winds & Other Impacts (15-21 February 2022)	CK
11.	COMMUNITY PROJECTS	- Speed Watch – to receive an update in relation to volunteers sought for further Speed Watch events. - Spring Clean Up – to receive an update following interest sought in undertaking a Spring Clean - Community Engagement – to discuss ways to engage with the Community for 2022-23. - The Queen's Jubilee Event – to receive information on an event being planned to commemorate the Queen's Jubilee in June'22 - Planting a Tree for the Jubilee	Chair Chair Chair Clerk Chair
	DATE OF NEXT MEETING	Monday 16 th May 2022 at 7.30pm	

CLOTTON HOOFIELD PARISH COUNCIL MEETING

Monday 17th January 2022 at 19:30 at

Duddon & Clotton Memorial Hall

MINUTES

PRESENT

Cllr Richard Roberts (Chair), Cllr Geoffrey Bibby, Cllr Jane Nicholas, Cllr Charles Kinsey

Clerk: Mrs T Ryall-Harvey

Public – 2

APOLOGIES were received from Cllr John Leather (CWaC) and Cllr Harry Tonge (CWaC).

DECLARATION OF INTERESTS - None

PUBLIC PARTICIPATION

The Chairman welcomed the members of the public and confirmed this was an opportunity for residents to speak on issues affecting the parish.

A resident, linked to the Memorial Hall provided a report on recent improvements that had been undertaken at the hall, these included replacing the curtains, removal of vegetation outside of the building but subsequently as the brambles were holding the fence up, therefore they are now looking to replace the fence and get a new sign; additionally, the changing rooms have been insulated.

A resident reported on the Queens Golden Jubilee events that were organised previously, these included an afternoon at the village hall where there was a football match and a BBQ with a bar; in the evening a cheese and wine and quiz was held – all were well supported.

A resident who recently took place in the CWaC on-line Speed Watch training subsequently meet with the PCSO on Tuesday 21st December with Cllr Roberts and his wife to undertake speed monitoring. During this time over 81 vehicles were recorded, and the highest speed was 34mph.

ACTION: Cllr Roberts suggested that we seek further volunteers to assist in undertaking community speed monitoring. PCSO also suggested that if any speeds over 36mph are recorded then a letter can be sent out drivers via the PCSO.

ACTION: Request o/s paperwork for completing when speed monitoring – ask CWaC.

MINUTES

33. **Resolved** that the Minutes of the Parish Council Meeting held on 15th November 2021 were accepted as a true record and signed by the Chairman.

ACTIONS SINCE LAST MEETING

The following actions were completed since the last meeting

- **Finance** - payments had been processed that were approved.
 - Draft budget brought to January meeting.
- **Planning** – Chased Enforcement for update re Allotment Site
 - Circulate feedback from 21/00802/FUL
- **Flooding** - request confirmation of when gullies in Clotton & Hoofield have been cleared - – had been requested but it was reported that no response had been received
 - Request a copy of the drainage maps for CWaC – had been requested but it was reported that no response had been received
 - Request an update from CWaC regarding S19 Cases– had been requested but it was reported that no response had been received

- Request a meeting with Maria Roberts. – had been requested but it was reported that no response had been received

ACTION: The Parish Council requested that Cllr Leather & Cllr Tonge be asked to follow-up outstanding issues.

- **Footpaths** – Contact Huxley & Hargrave PC to see if their stiles have been repaired.
- **Website** – the Clerk has put the minutes of the previous meetings on the website.

PLANNING

The Planning Register dated 06-01-2022 was circulated for Parish Councillors consideration.

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

21/04362/FUL – Land South of High Street, Clotton – Construction of a temporary Solar Farm – it was agreed that a Neutral Response be submitted by the Parish Council.

Cllr Bibby reported that a response had been received with regards to the Enforcement Case on Land at Duddon Road – the Parish Council understood that a planning application is to be submitted to CWaC by the landowner in early 2022.

ACCOUNTS

34. **Resolved** to accept the cash book and YTD summary dated 6th January 2022.

To note the income of £0.08 in November and £0.08 in December from Bank Interest

To note the payments since the last meeting of: -

Clerk's Salary	Tax Point 9	£235.21
Clerk's Salary	Tax Point 10	£225.96
Clerk's Expenses		£167.00
Autela Payroll Services	Q3 Payroll	£50.40
HMRC PAYE	PAYE Q3	£168.60
Huxley Village Hall	Room Hire	£10.00

Bank Reconciliation against Cashbook YTD

35. **Resolved** to approve the Bank Reconciliation as presented to the meeting dated 6th January 2022.

Budget Requirements for 2022-23

36. **Resolved** to approve the budget for 2022-23 of £6,633 as set out below: -

Budget Element	2022-23 Budget		
EXPENDITURE		Admin	
People & Expenses		CHALC Membership	130
Clerk	2,700	Other memberships	50
HMRC tax	684	Data Protection fee	35
Mileage	210	Admin	50
Training	450	Post	120
Chairmans allowance	0	Stationery	160
Professional service		Office Allowance	216
Insurance	230	Elections	0
Internal Audit	52	Projects	
The Accounts Center - Payroll	196	Ad Hoc Beneficial items (\$137)	150
General Services		Community Events	100
Website	170	Speed Initiative PCC	300
Room Hire	120	Community Litter Picking	50
Planter Maintenance	80	General	250
		Inflation %	130
		Contingency % of above	0
		TOTAL CASH OUT	6,633

Precept for 2022-23

37. **Resolved** request a Precept for 2022-23 of £6,538 which is 2.5% increase on 2021-22 and equates to £0.91 increase on a Band D House.

SLCC Membership for 2022

38. **Resolved** that the payment for the Clerk's membership to SLCC be approved – costing £186.00, to be split between four parish council.

HIGHWAYS

The issues logged via CWaC Report IT system have been reported, logged, monitored and updated since the last meeting.

There were no new items reported since the last meeting.

However, it was reported that the following item was still outstanding: -

- 06/06/2021 – Missing Sign – 40/30 mph sign on the right heading to Tarporley – still waiting to be completed.

It was also noted that the streetlight work in Clotton Hoofield had now been completed.

ACTION: Escalate to Ward Councillors items that were reported and still outstanding asking for when CWaC envisage the work will take place.

ACTION: Cllr Bibby to report cones on A51 before Iddenshall Grange

PARISH COUNCIL MATTERS

Communications Policy

39. **Resolved** to adopt the Communications Policy as circulated.

Parish Council Vacancies – it was reported that there were still 4 vacancies for Parish Councillors available should any members of the public be interested in joining.

ENVIRONMENTAL ISSUES

It was reported that since the last meeting, CWaC Highways Department had offered 200 sandbags for the use of the Parish should extreme weather conditions be experienced this winter. These sandbags had now been delivered to Cllr Kinsey and are available for collection by contacting Cllr Kinsey directly.

ACTION: Advertised through Facebook, website and noticeboards.

COMMUNITY PROJECTS

Speed Watch

Cllr Roberts thanked Jane Turney for reporting earlier in the meeting with regards to this matter.

Spring Clean-Up

Cllr Roberts sought the Parish Council's opinion as to carrying out a Community Spring Clean-up – it was agreed to let residents know of the Great British Clean-up which is scheduled for 25 March to 10 April 2022 to see if any residents would be interested in getting involved.

Community Engagement

It was reported that Clotton Hoofield Parish Council would be interested in supporting a local Jubilee Event in June 2022, however the Parish Council felt it was not appropriate for them to organise an event specifically for residents if there was no community support for an event. It was therefore suggested that comments of support be sought via posting a message on the Duddon & Clotton Facebook site asking volunteers to join a Jubilee Community Group.

DATE OF THE NEXT MEETING

The next meeting would take place on Monday 28th March 2022.

ACTION: Update Website for new diary date.

Signed Dated

Items for Action

Date	Action	Responsible Person	Status
21-09-2020	Parish Council Vacancies: -		Review again in 6 months
15-11-2021	Community Engagement - Post on Duddon and Clotton Facebook site to see if a Community Group could be set up to organise something for the Queens Jubilee - Post on Facebook for volunteer to assist with Speed Watch initiative. - Ask CWaC for Speed Watch Forms to complete - Advertised through Facebook, Website and Noticeboards the Sandbags that the Parish Council have available - Advertise the Great British Spring Clean on Facebook and see if any residents would be interested in participating.	Clerk RR Clerk Clerk/RR RR	Emailed 18-01-2022 Completed 18-01-2022
15/11/2021	Finance: - - Pay invoices - Submit Precept request	Clerk/JN Clerk	Paid Submitted 18-01-2022
20-09-2021	Neighbourhood Development Plan: - Review in July 2022		
18-05-2021	Flooding: - - Chase Stuart Bateman regarding whose responsibility it is to take the water from Cinder Lane - Get confirmation of when the gullies in Clotton & Hoofield have been cleared. - Request a copy of the drainage maps from CWaC - Request an update from CWaC regarding S19 cases - Request meeting with Maria Roberts	Cllr Leather/ Cllr Bibby Clerk Clerk Clerk Clerk	Stuart Bateman not able to take further. Annual in May Email rec from CWaC Dec 21 Email rec from CWaC Dec 21 Emailed 16-11-21- Emailed HT & JL 18-01-22
18-01-2022	Website <i>include following items on the website: -</i> - Put minutes of meetings on website - Change date of next meeting on website - Put Communications Policy on Website	Clerk Clerk Clerk	Completed Completed Completed
	Highways:- - Escalate to Ward Councillors the items still outstanding for work scheduled and ask for a time frame - Report cones on A51 before Iddenshall Grange	Clerk GB	Emailed HT & JL 18-01-2022

Clotton Hoofield Parish Council Planning Register 2021

Received	Number	Location	Description	PC Response	Result
Wed 03 Jun 2020	20/01967/FUL	Park Hall Farm High Street Clotton Chester Cheshire CW6 0EG	Construction of new stock building	Supported	Approved
Thu 05 Nov 2020	20/04141/FUL	1 Yew Tree Bank Clotton Hoofield Chester Cheshire CW6 0EJ	Demolition of existing outbuilding and erection of a two storey extension to side	Supported	Approved
Tue 29 Dec 2020	20/04866/FUL	5 Yew Tree Bank Clotton Hoofield Chester Cheshire CW6 0EJ	Dropped kerb and installation of driveway to the front	Neutral	Withdrawn
Thu 07 Jan 2021	21/00088/FUL	Brooklea Duddon Road Clotton Tarporey CW6 0EH	Single storey rear extension and first floor side extension	Neutral	Approved
Tue 23 Feb 2021	21/00802/FUL	Land Adjacent To Rose Farm High Street Clotton Chester Cheshire	Erection of a 4-bedroom detached dwelling	Neutral	Refused
Thu 11 Mar 2021	21/01077/FUL	Iddenshall Grange High Street Clotton Chester Cheshire CW6 0EQ	Construction of an agricultural building for the storage of agricultural machinery and produce	Supported	Approved
Tue 6 th Apr 2021	PL322981072	Land near Old Methodist Chapel, Duddon Road, Clotton	Allotment	CWaC Enforcement investigation completed	
Wed 09 Jun 2021	21/02484/FUL	Land At Hoofield Road Huxley Chester	Creation of one pond	Neutral	Approved
Mon 19 Apr 2021	21/01718/FUL	Land At Orchard Cottage Rode Street Tarporey Cheshire	Re-instatement of dropped kerb	Support	Awaiting Decision
Thu 22 Jul 2021	21/03095/AGR	Land At Hoofield Lane Huxley Chester	Steel portal framed agricultural storage building	Not Consulted	Withdrawn
Mon 25 Oct 2021	21/04362/FUL	Land South of High Street Clotton Chester	Construction of a temporary 17.57 MW Solar Farm, to include the installation of Solar Panels with transformers, a substation, a DNO control room, a customer substation, GRP comms cabin, security fencing, landscaping and other associated infrastructure.	Neutral	Awaiting Decision
6th Jan 2022	22/00053/FUL	Land At Duddon Road Clotton Tarporey	Erection of agricultural buildings to assist with allotment operations (Retrospective)	Not Supported	Awaiting Decision
4th Feb 2022	22/00394/FUL	Pleasant View High Street Clotton Chester CW6 0EG	Construction of new detached garage	No Objections	Awaiting Decision
1 st Feb 2022	22/00338/FUL	Hill View High Street Clotton Chester CW6 0EG	Single storey rear extension to replace temporary flat roof structure.	No Objections	Awaiting Decision
11 th Feb 2022	22/00505/OUT	Land At The Paddock Hoofield Hall Hoofield Lane Huxley Chester	Erection of two detached dwellings and garages		Awaiting Decision

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
 14-03-2022

Budget Element	Calc. %	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	2021-20 Actual	2021-22 Budget	Variance	Commentary
EXPENDITURE																	Costs include VAT
People & Expenses																	
Clerk & HMRC Tax			439	219	219	219	219	219	219	235	226	226	226	2,667	2,700	33	Clerk averaged out / month
HMRC tax				165			165			169			169	667	720	53	Clerk
Mileage			53		12		14		14		14		23	131	210	79	Clerk expenses
Training					70				30		36		0	136	200	64	
Chairmans allowance														0	0	0	
Professional service																	
Insurance			218											218	230	12	
Internal Audit			51											51	50	-1	
Payroll		12			50		50			50			67	230	144	-86	
General Services																	
Website								170					57	228	130	-98	
Room Hire										10			90	100	120	20	
Planter Maintenance					578									578	40	-538	Purchase of Planter for Clotton
Admin																	
CHALC Membership			130											130	130	0	
Other memberships											47			47	50	4	
Data Protection fee							35							35	35	0	
Admin			11		8		5							23	50	27	
Post			11				10							21	360	339	
Stationery			22		110		7		39		34		30	242	150	-92	
Office Allowance			36		36		36		36		36		32	212	210	-2	
Elections														0	300	300	
Projects																	
Ad Hoc Beneficial items (S137)			30											30	150	120	Purchase of Lamppost Poppies
Community Events														0	50	50	
Duddon Village Hall Grant														0	0	0	
Speeding Initiative PCC														0	250	250	
Community Litter Picking														0	50	50	
General								250						250	150	-100	
Inflation %	2.00%	0	0	0	0	0	0	0	0	0	0	0	0	0	116	116	Provision
Contingency % of above		0	0	0	0	0	0	0	0	0	0	0	0	0	0		
TOTAL CASH OUT		12	1,001	384	1,083	219	542	639	337	464	393	226	695	5,996	6,595	599	
RECEIPTS																	
Precept			6,332											6,332	5,506	5,506	
Bank Interest			0.06	0.08	0.08	0.08	0.08	0.09	0.08	0.08	0.09	0.08	0.08	1	26	26	
Other Income																	
VAT recovery														0	889	889	
Ward contribution														0	0	0	
CWAC contribution														0	0	0	CIL Payments
TOTAL CASH IN		6,332	0	0	0	0	0	0	0	0	0	0	0	6,333	6,421		
RESERVES																	
Projected	9869													9,869			
Grants & Projects - to be taken from reserves																0	
Highways														0			
- A51 Speed Limit (40)														0	3,250		
Election Reserves														0	2,500		
Portion of Precept held in Reserve														0	2,000		
General Reserves															1,469		
Planters														578	650		Purchase of Planter for Clotton
TOTAL IN RESERVES		0	0	0	0	0	0	0	0	0	0	0	0	578	9,869		
Cash in Bank	9880.81	16,201	15,200	14,816	13,733	13,514	12,972	12,333	11,995	11,531	11,138	10,913	10,218				

Clotton & Hoofield Parish Council

Cashbook 2021-22

STATEMENT DATE	Description	Res	M/P	Power	People	Professional Services	General Services	Admin	Projects	Projects & Grants from Reserves	VAT Reclaim	Receipts	Totals	Comments
					EXPENDITURE including VAT							RECEIPTS		
09/04/2021	Interest	11	98									£0.06	0.06	Bank Interest
12/04/2021	CWaC	11	98									6,332.00	6,332.00	Precept
13/04/2021	The Accounts Centre	12	98	1		-£10.00					-£2.00		-12.00	Payroll for March
06/05/2021	T Ryall-Harvey	12	98	1	-£219.59								-219.59	Clerk's Salary
10/05/2021	Interest											0.08	0.08	Bank Interest
19/05/2021	CHALC	12	98	8				-£129.96					-129.96	Annual Subscription
19/05/2021	T Ryall-Harvey	12	98	1				-£158.87			-£3.83		-162.70	Clerk's Expenses
19/05/2021	T Ryall-Harvey	12	98	1	-£219.59								-219.59	Clerk's Salary Tax Point 2
19/05/2021	P Sanders	12	98	1		-£51.00							-51.00	Internal Auditor
19/05/2021	Came & Co	12	98	4		-£218.00							-218.00	Annual Insurance Renewal
09/06/2021	Interest	21	102									0.08	0.08	Bank Interest
17/06/2021	HMRC Q1	21	102	1	-£164.60								-164.60	PAYE for Q1
25/06/2021	T Ryall-Harvey	21	102	1	-£219.39								-219.39	Clerk's Salary Tax Point 3
09/07/2021	Interest	21	102									0.08	0.08	Bank Interest
20/07/2021	Amberol	21	102	7					-£481.70		-£96.34		-578.04	Planter for Clotton
20/07/2021	Autela Payroll Services Limited	21	102	1		-£42.00					-£8.40		-50.40	Payroll Services Q1
20/07/2021	CHALC	21	102	2			-£25.00						-25.00	Using Facebook Training
20/07/2021	T Ryall-Harvey	21	102	1				-£202.80			-£8.25		-211.05	Clerk's Expenses
26/07/2021	T Ryall-Harvey	21	102	1	-£219.59								-219.59	Clerk's Salary Tax Point 4
09/08/2021	Interest	25	106									0.08	0.08	Bank Interest
25/08/2021	T Ryall-Harvey	25	106	1	-£219.59								-219.59	Clerk's Salary Tax Point 5
09/09/2021	Interest	25	106									0.08	0.08	Bank Interest
15/09/2021	ICO Data Protection	25	106	8				-£35.00					-35.00	Data Protection Subscription
24/09/2021	HMRC Q2	25	106	1	-£164.60								-164.60	PAYE for Q2
24/09/2021	Mr R Roberts	25	106	7			-£34.95				-£6.98		-41.93	Plants for Hoofield Planter
24/09/2021	T Ryall-Harvey	25	106	1				-£71.43			-£1.16		-72.59	Clerk's Expenses
27/09/2021	T Ryall-Harvey	25	106	1	-£219.39								-219.39	Clerk's Salary Tax Point 6
27/09/2021	Autela Payroll Services Limited	28	109	1		-£42.00					-£8.40		-50.40	Payroll Services Q2
06/10/2021	Beeston & Tarporley Station Re	28	110	3					-£250.00				-250.00	Grant
06/10/2021	One.com	28	110	8			-£141.87				-£28.37		-170.24	Website Annual Subscription
11/10/2021	Interest	28	109									0.09	0.09	Bank Interest
25/10/2021	T Ryall-Harvey	28	109	1	-£219.59								-219.59	Clerk's Salary Tax Point 7
09/11/2021	Interest	34	112									0.08	0.08	Bank Interest
17/11/2021	CHALC	28	110	2			-£30.00						-30.00	Using Facebook Training
17/11/2021	T Ryall-Harvey	28	109	1				-£87.74			-£0.68		-88.42	Clerk's Expenses
25/11/2021	T Ryall-Harvey	28	109	1	-£219.39								-219.39	Clerk's Salary Tax Point 8
08/12/2021	Autela Payroll Services Limited	34	112	1		-£42.00					-£8.40		-50.40	Payroll Service Q3
08/12/2021	HMRC - PAYE	34	112	1	-£168.60								-168.60	PAYE Q3
08/12/2021	Huxley Village Hall	34	112	6			-£10.00						-10.00	Room Hire
09/12/2021	Interest	34	112									0.08	0.08	Bank Interest
24/12/2021	T Ryall-Harvey	34	112	1	-£235.21								-235.21	Clerk's Salary Tax Point 9
10/01/2022	Interest											0.09	0.09	Bank Interest
18/01/2022	T Ryall-Harvey	34	112					-£161.00			-£6.00		-167.00	Clerk's Expenses
25/01/2022	T Ryall-Harvey	34	112		-£225.96								-225.96	Clerk's Salary Tax Point 10
09/02/2022	Interest											0.08	0.08	
25/02/2022	T Ryall-Harvey				-£225.96								-225.96	Clerk's Salary Tax Point 11

09/03/2022	Interest											0.08	0.08	
25/03/2022	T Ryall-Harvey				-£225.96								-225.96	Clerk's Salary Tax Point 12
TOTALS					-3,167.01	-405.00	-241.82	-846.80	-731.70	0.00	-£178.81	£6,332.96	761.82	

RECONCILIATION

Current Account	£760.86	Year to date balance	£761.82
Deposit Account	£9,881.77	Balance Brought Forward	£9,880.81
TOTAL	£10,642.63	Balance	£10,642.63
Less Uncleared Payments	£0.00		
Earmarked for CIL Projects	£919.72		
Earmarked for A51 Speed Limit Reduction undertaken in Ma	£3,250.00		
Ring fenced amount held in reserve	£2,000.00		
Ring fenced for Election Costs	£2,500.00		
Earmarked for General Reserves	£1,469.00		
TOTAL	£503.91	Cross Reference	£0.00

S137 limit for 2021 = £2,708.02

21/03/2022

Issues logged with Cheshire West and Chester Council

Date logged	Call no	Fault type	Description	Update	Escalation required	Open/Closed
02/03/2022	SS405223727	Street Care - Litter Picking	Lay-by on the A51 just along from the Bulls Head Pub.	Your enquiry has been investigated and work has been scheduled to be completed as part of our street cleansing programme.		
01/11/2021	HW375200372	Highway maintenance - Gully/Drainage	Road flooded on corner opposite entrance to K9 kennels entrance	Hoping that this will be completed by end of March. FYI - CWaC are looking to schedule a road closure of Corkscrew Lane to undertake the work that needs to happen.		
01/11/2021	HW375198852	Highway maintenance - Gully/Drainage	Willington Lane on approach to junction with A51	04-11-2021 - Your report has now been investigated and a works order has been raised. Thank you for your enquiry regarding a blocked gully on Willington Lane, Clotton. I have been to site today and can see the issue you refer to, so I have arranged for a camera survey to be carried out on underground pipework to see why this keeps happening. Should have been completed second week in February		
17/10/2021	SS371895497	Streetcare & Grounds - Fly Tipping	Fly Tipping on Corkscrew Lane	Work Scheduled to Fix the problem		Completed
02/09/2021	HW360453985	Sign - Sign Damaged	Faulty give way signs and road markings at the Willington lane / Wood Lane road junction	Thank you for your enquiry regarding faded give way junctions on Wood Lane, Clotton. I have been to site today and can see the issue you refer to, so I have passed a job to our contractors to renew the lining on both junctions asap. Should be completed by 1st March		
06/06/2021	HW340092540	Sign - Missing	new 40mph sign on the right heading to Tarporley from Clotton is down	Investigation complete - work schedule to fix fault Should be completed by 1st March		Open

CLOTTON HOOFIELD PARISH COUNCIL

Asset Register

FIXED ASSETS	Purchase date	Cost	Location	Register Previously	Register 2019-20	Register 2020-21	Register 2021-22
1 HP Scanner	15/01/2017	£29.17	Clerk	£29.17			
1 Acer Laptop	19/01/2017	£215.83	Clerk	£215.83			
2 Display Boards	13/09/2017	£153.00	P & K Manby	£153.00			
2 x Noticeboards	Nov 2020	£2,745.00	Hoofield & Clotton			£2,745.00	
1x Planter	Jan 2020	£608.04	Hoofield		£608.04		
1 x Planter	Jul 2021	£578.04	Clotton (Bull's Head)				£578.04
TOTAL		£4329.08		£398.00	£608.04	£2,745.00	£578.04

Mrs T Ryall-Harvey
Clerk,
Clotton Hoofield Parish Council
21/03/2021

CLOTTON HOOFIELD PARISH COUNCIL

Risk Assessment reviewed March 2022

Topic	Risk Identified	Risk Level H/M/L	Management of Risk	Staff action
Precept	Not submitted	L	Minute – RFO check & action	Diary
	Not paid by CWaCC	L	Minute - RFO check & action	Diary
	Adequacy of precept	H	Ongoing review	Diary
Other income	Cash handling	L	Avoid cash	Annual review of controls
	Cash banking	L	Bank recon. at every ordinary meeting	Member to verify
Grants	Claims procedure	M	RFO check & action	Diary
	Receipt of grant	M	RFO check & action	Diary
Investment Income	Receipt	L	RFO check & action	Diary
	Surplus funds	L	Review annually	Diary
Salaries	Wrong payment	M	RFO check & action	Member to verify
Direct costs	Invoice & cheque accurate	M	RFO check & action	Member to verify
Grants	Power & conditions	M	RFO check & action	Member to verify
Annual Audit and AGAR	Non submission of External Audit Paperwork	L	RFO to monitor and action	Member to verify
Election costs	Invoiced at correct rate	L	RFO check & action	RFO verify
VAT	Analysis	M	RFO check & action	RFO verify
	Claimed within time limits	M	RFO check & action	RFO verify
Reserves - General	Adequacy	L	Review - Minute - RFO check & action	RFO opinion
Reserves - Earmarked	Adequacy	L	Review - Minute - RFO check & action	RFO opinion
Assets	Loss, Damage etc	M	Annually review insurance cover	Diary
	Third party risk or damage	M	Annually review Public Liability insurance	Diary
Staff	Loss of Clerk	L	Manage risk as appropriate.	RFO / member view
	Fraud by staff	L	Fidelity Guarantee value appropriate	Council review
Sustainability	Due to current low number of Parish Councillors, there is a risk of the meetings not being quorate	M	Clerk to check prior to meeting on attendance to ensure meeting is quorate	Clerk
	Risk to reputation and need to cancel meetings at short notice	M	Clerk to action	Clerk
Loss	Due to damage or third party	L	Annually review insurance cover	Diary
Maintenance	Reduced value of assets	M	Inspect annually	Diary
Legal Powers	Illegal activity or payment	M	Educate Council	Diary
Financial Records	Inadequate records	L	RFO check & action	Diary
Minutes	Accurate & legal	L	Review at following meeting.	Diary
Members Interests	Conflict of interest	M	DoI to be minuted, conflicts, addressed	Diary

In all cases above the RFO / Clerk should regularly review and draw any unusual activity to the council's attention. Likewise councillors should check the minutes and financial records for accuracy before agreeing them.

Clerk
Trudy Ryall-Harvey
March 2022

Queens Jubilee – Duddon Celebration

Date and Time – Friday 3rd June – 12:00-16:00

Location – Duddon Community Village Hall

Parking – TBC – Not on the car park at the Village Hall

Admission Fee - None

Organising Committee so far:

Emma Stanyer – Lead organiser

Kenneth Stanyer

Stephen Harrison

Kelly Pritchard

Description of the Proposed Event – ‘The Get-Together’

On Friday 3rd June the surrounding communities (Duddon, Burton, Clotton & Hoofield) would be invited to the Duddon Village Hall for the Queens Jubilee Celebration. The surrounding area will be decorated by community volunteers with bunting and various decorations and the village hall will be decorated and turned into a fun event for the community to attend. It is proposed that it is a family event ran from midday until 4pm, where there will be carnival games, a bouncy castle, face painting, food and drink, a raffle and also an exhibition of local school children’s artwork that they would have created in Duddon Primary School.

The event is intended to be a free short 4-hour event so it would not interfere with any potential long weekend plans people may have and therefore to maximise turn out. The event would be promoted via social media, leaflet drops, email and posters being put up around the various communities.

Price estimates for the event are below. Emma Stanyer will lead a group of community volunteers in the organising, administration, setup and strip down of all decorations and ensuring the Village Hall and the surrounding community are returned to their original state.

A detailed risk assessment will be created which will cover all of the activities that will take place as well as for the use of the Village Hall. A turnout of around 120 people is predicted. Public liability insurance, a fire risk assessment, traffic control plan/signage will need to be purchased/produced in order to safely manage the event.

Potential Ideas and Costs

Idea	Estimated Cost (£)	Potential Vendor
Bar Hire	600	Bulls Head
Bouncy Castle Hire	150	Cheshire Event Company
Decorations for the Village Hall	300	Amazon
Decorations around Duddon	300	Amazon
Catering	600	addtoevent.co.uk, based on £5-10/head and 60-120 people attending
Picture Mirror Hire	450	pictureblast.co.uk
Carnival Game Hire	650	AliveNetwork.com
Raffle	0	Donations from the community
Public Liability Insurance	150	TBC
Face Painting	200	TBC
Total	3,400	