

CLOTTON HOOFIELD PARISH COUNCIL

To the Members of Clotton Hoofield Parish Council: You are hereby summoned to attend the Meeting of the Parish Council on Monday 16th January 2023 to be held in Duddon, Clotton and District Memorial Hall, which will begin at 7.00pm, for the transaction of the business set out below.

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

Signed *Trudy Ryall-Harvey*.

Clerk

9/01/2023

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.	EXCLUSION OF PRESS AND PUBLIC	Council is asked to discuss excluding the Press and public for any item listed on the below Agenda. The Parish Council may exercise their right to exclude the public and press by resolution from a closed meeting due to the confidential nature to be discussed pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.	Chair
4.	PUBLIC PARTICIPATION	When members of the public may comment or raise questions regarding matters affecting the Parish. - Trustee of Tarporley War Memorial Hospital Board will be in attendance and providing an update on the current situation with the Services. <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 Clotton Hoofield. No decision can be taken during this session, but the Chairman may decide to refer any matters raised for further consideration. 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>	Chair
5.	CORRESPONDENCE	- Police Crime Commission – Budget 2023-24 - Notification of external auditor appointment for the 2022-23 financial year for the 5 year period until 2026-27 - Road Safety – Email from resident. - Correspondence on behalf of Edward Timpson – to note - Any other correspondence received following Agenda being circulated.	Clerk Clerk Chair Clerk
6.	MINUTES	To approve the minutes of the Parish Council meeting held on 26 th September 2022	Chair
7.	ACTIONS	To note actions list and receive additional updates	Chair
8.	PLANNING	To note planning applications as listed on the planning register, including comments submitted since the last meeting and enforcement matters.	GB
9.	ACCOUNTS	1) To accept the Cash Book and review the Outturn against Budget to date. 2) To approve the Bank Reconciliation against Cashbook YTD. 3) To approve Income and Payments since last meeting. 4) To approve the implementation and backdate of the new Pay Scale Award for 1st April 2022 onwards 5) To approve the budget requirement for 2023-24 6) To approve the precept required for 2023-24 7) To approve the payment of the SLCC membership for the clerk split between 5 PC's	Clerk Clerk Clerk Chair Clerk Clerk Chair

10.	HIGHWAYS	To review the REPORT IT items and work undertaken since the last meeting.	CK
11.	PARISH COUNCIL MATTERS	Elections – to receive an update on the election process for May’23.	Clerk
12.	COMMUNITY PROJECTS	Neighbourhood Pride Scheme – to receive an update following the Neighbourhood Pride Scheme Application.	Clerk
	DATE OF NEXT MEETING	Monday 20 th March 2023 at 7.30pm.	

From: Police Crime Commissioner <Police.Crime.Commissioner@cheshire.police.uk>
Sent: 03 January 2023 12:06
To: Police Crime Commissioner
Subject: Police Budget 2023/24

Dear Clerk,

I hope you had an enjoyable Christmas and New Year. I want to take this opportunity to wish you all the best for 2023.

It's at this time of year that attention turns towards setting the police budget for the coming financial year, and I'm getting in touch today to let you know that I have set up a survey for Cheshire residents to tell me about their priorities and their views on the police precept.

The survey can be completed here: www.smartsurvey.co.uk/s/policebudget202324

I know that people will have questions about what the budget and any proposed precept increase would mean for them too, so I have set up an FAQs page on my website here as well: <https://www.cheshire-pcc.gov.uk/what-the-commissioner-does/setting-the-police-budget/budget-2023-24/>

Please do let me know if you require any paper copies of the survey or any assistance with accessibility requirements.

The backdrop this budget is being set against is undoubtedly more challenging than last year. I know that the cost of living is affecting families and businesses and it's no different for the police too, with inflation adding nearly £14 million to our costs. The Constabulary has worked hard to identify savings through priority-based budgeting and has managed to close the funding gap by £6.7 million.

Despite these challenges, there is a real determination to protect the progress made over the past year and in recent months, including reductions in 101 and 999 call answer times, reductions in attendance times for both emergency and non-emergency incidents, and an increase in arrest and charge rates.

I know residents will expect us to maintain any improved levels of service. That's why it's important for me to get as many people's views as possible and I would be grateful if you'd join me in sharing this survey with residents and throughout your networks.

If you have any questions about the budget or any local policing issues to raise with me then please don't hesitate to get in touch, and I look forward to working with you throughout 2023.

Best Wishes

John

Office of the Police & Crime Commissioner
01606 364000

From: admin@saaa.co.uk
Sent: 01 December 2022 11:14
To: clerk.clottonhoofieldpc@gmail.com
Subject: Notification of external auditor appointment

Notification of external auditor appointment for the 2022-23 financial year for the 5 year period until 2026-27

Clotton Hoofield Parish Council, Cheshire,

Dear Clerk/RFO/Chairman, Clotton Hoofield Parish Council,

Smaller Authorities Audit Appointments (SAAA) is the independent, sector led organisation responsible for the appointment and contract management of external auditors to smaller authorities since the Local Audit and Accountability Act 2014 established new arrangements for the accountability and audit of local public bodies in England. Smaller authorities are those whose gross annual income or expenditure is **less than £6.5 million**.

Under the Local Audit (Smaller Authorities) Regulations 2015, SAAA is responsible for appointing external auditors to all opted-in smaller authorities, for setting the terms of appointment for limited assurance reviews and for managing the contracts with the appointed audit firms.

This communication is to notify you that SAAA has appointed an external auditor to the authority for the 5-year appointing period from 2022-23 until 2026-2, following a procurement exercise to appoint auditors to each contract area from 1 April 2022.

Your current appointed auditor will conclude any outstanding work on the 2021-22 Annual Governance and Accountability Returns and the new appointed auditor (if changed) will be responsible for the arrangements in respect of the 2022-23 AGAR process onwards.

The contact details of your appointed external auditor and fee scales are shown in the appendix to this letter and can also be found on the SAAA website: www.saaa.co.uk.

The audit firms all have previous experience of conducting limited assurance reviews for smaller authorities and have dedicated support personnel. SAAA will monitor the performance of the appointed firms in providing the audit services in terms of quality and compliance with their statutory terms of appointment.

If your authority has any potential conflict of interest relating to the auditor appointment, for instance if a Councillor or close relation is employed by the appointed auditor, you should advise SAAA immediately.

Exempt authorities

Since 2017-18, authorities where the higher of income or expenditure for the financial year was £25,000 or less and who meet all the qualifying criteria have been able to declare themselves as 'exempt' from a limited assurance review by an external auditor. However, all authorities, even if they declare themselves 'exempt', still need to fully complete, agree and publish an annual return (AGAR).

All authorities require an external auditor appointment even if the authority meets the criteria to qualify for exemption, as a Certificate of Exemption is required to be submitted to the external auditor and a named auditor must be in place to deal with questions or objections from local electors about the accounts.

Annual Governance and Accountability Return (AGAR)

The Annual Governance and Accountability Return (AGAR) needs to be completed in accordance with "proper practices" as set out in '*Governance and Accountability for Smaller Authorities in England, a Practitioners' Guide*', and then be published in accordance with any applicable Transparency Code.

Annual Governance and Accountability Return forms will be sent out by your appointed auditor electronically at the end of the financial year. It is assumed that your authority is willing and able to accept documents electronically by e-mail; whilst an authority may request paper copies this may incur an administration charge.

Advice and assistance are available from the various sector membership organisations:

National Association of Local Councils and County Associations - www.nalc.gov.uk

Society of Local Council Clerks - www.slcc.co.uk

Association of Drainage Authorities - www.ada.org.uk

Yours faithfully,

Smaller Authorities' Audit Appointments Ltd

Appendix

Auditor appointments for smaller authorities for the five financial years from 2022-23 to 2026-27

SAAA announced the conclusion of its procurement process and the award of limited assurance review contracts for five years to the successful external audit firms on 30 November 2021.

Responsibilities under the new contracts will relate to accounts for the financial year beginning on **1 April 2022**. The details of your specific appointment by contract (County) area are listed below.

Your Authority's Audit Appointment for 2022-23 to 2026-2027

Your appointed auditor will be **PKF Littlejohn LLP**.

Their contact details are:

PKF Littlejohn LLP,
SBA Team,
15 Westferry Circus,
Canary Wharf,
London E14 4HD
Email: sba@pkf-l.com
Tel.: 020 7516 2200

All auditor appointments are listed by contract (County) area and all the Auditor contact details are listed on our website on the Audit Appointments page.

Scales of Fees 2022-23 to 2026-27

The following fees have been determined by SAAA following consultation for the Audit Years 2022-23 to 2026-27.

Scales of audit fees

Scales of fees for smaller authorities, are based on bands of annual income or expenditure, whichever is the higher. This means that the fees are broadly proportionate to the public funds involved and the ability of each authority to pay.

Table 1 sets out the scales of audit fees for smaller authorities that complete their AGAR fully and accurately within the required timescales and provide the necessary supporting information and any explanations sought.

Authorities with neither income nor expenditure exceeding £200,000 will be subject to basic limited assurance audit review. Authorities with either income or expenditure exceeding £200,000 will be subject to intermediate limited assurance audit review.

Table1 - Scale of fees for bodies subject to limited assurance review

INCOME/EXPENDITURE BAND (£)	FEE FOR LIMITED ASSURANCE REVIEW (£)
0 - 25,000	0 (if a Certificate of Exemption is submitted)
0 - 25,000	210 (if a LAR review is required)
25,001 - 50,000	210
50,001 - 100,000	315
100,001 - 200,000	420
200,001 - 300,000	630
300,001 - 400,000	840
400,001 - 500,000	1,050
500,001 - 750,000	1,365
750,001 - 1,000,000	1,680
1,000,001 - 2,000,000	2,100
2,000,001 - 3,000,000	2,520
3,000,001 - 4,000,000	2,940
4,000,001 - 5,000,000	3,360
5,000,001 - 6,500,000	3,780

Note: An authority with neither income nor expenditure exceeding £25,000 that is **not** able to certify that it is an exempt authority as it does not meet the qualifying criteria, or if the authority wishes to have a limited assurance review by the external auditor, then the fee payable is £210.

Reminder letters

Where the auditor is required to send a reminder to any authority that has failed to submit either an AGAR or Certificate of Exemption to the external auditor by the statutory submission deadline will be charged £40 + VAT for each reminder.

Additional work and variations to the scale fees

If an active authority fails either to submit its Annual Return to the supplier for review by 30 September or (if it is an exempt authority) to provide a certificate of exemption, the supplier will consider issuing a public interest report, the cost of which will be payable by the authority pertaining to the fee income band of that authority as in Table 1 (above).

Extra fees may also be charged in other circumstances, for example where auditors are required to:

- consider objections to the accounts from local electors, from the point at which the auditor accepts the objection as valid;
- exercise special powers in relation to the review, such as issuing a report in the public interest; or
- undertake any special investigations, such as those arising from disclosures under the Public Interest Disclosure Act 1998.

Extra fees will be calculated and charged according to the work required, subject to the maximum hourly rates set out in Table 2 below.

Table 2 - Maximum hourly rates for additional work at smaller authorities

STAFF GRADE	MAXIMUM £ PER HOUR
Engagement lead	355
Senior manager/manager	215
Senior auditor	140
Other staff	105

Value Added Tax

The fee scales exclude Value Added Tax, which will be charged at the prevailing rate on all work undertaken.

SAAA – Smaller Authorities' Audit Appointments Limited

77 Mansell Street, London E1 8AN www.saaa.co.uk

This email is for the sole use of the intended recipient and may contain privileged and/or confidential information. If you receive this in error, please notify the sender immediately and do not use, rely upon, copy, forward or disclose its content to any other party.

From: noreply@clottonhoofieldparishcouncil.co.uk on behalf of Clotton Hoofield Parish Council
<wordpress@clottonhoofieldparishcouncil.co.uk>
Sent: 28 November 2022 21:54
To: clerk.clottonhoofieldpc@gmail.com
Subject: Contact Us

Name	[REDACTED]
Email	[REDACTED]
Subject	Road safety
Message	I live at The Cottage on High Street, Clotton. We are in the process of getting our fence repaired (again!) as a car has driven into it. We have had approx. 8-10 similar incidents in the years we have lived here. Is there anything the parish council can do in terms of road safety, road surfacing, signage, armco barriers etc to make this less likely to happen again? Best regards, Kate



HOUSE OF COMMONS

LONDON SW1A 0AA

Trudy Ryall-Harvey
76 Oaklea Avenue
Hoole
Chester
Cheshire
CH2 3RE

Our Ref: ET16915

13 December 2022

Dear Ms Ryall-Harvey,

I am writing from the office of Edward Timpson CBE KC, Member of Parliament for Eddisbury. Thank you for contacting Mr Timpson about the Parish Council's concerns regarding high speed traffic along the A51.

This is an issue which Mr Timpson is very much aware of and has been in contact with Police and Council colleagues to find a solution.

Before Mr Timpson replies more fully, he has asked the Chief Executive Officer at Cheshire West and Chester Council to investigate this matter further and provide him with an update on their work to find a solution.

I am sure you will appreciate that as your Member of Parliament, Mr Timpson does not have any involvement in the Council's processes, however he will continue to make representations on your behalf and will monitor this situation closely.

I apologise for the short delay in providing a full reply and we shall, of course, write to you again as soon as Mr Timpson has heard from them.

Thank you again for taking the time to contact me.

Yours sincerely,

Sean Houlston
Office Manager to Edward Timpson CBE KC MP

Edward Timpson CBE KC MP
Member of Parliament for Eddisbury
58A High Street, Tarporley CW6 0AG
Edward.Timpson.MP@parliament.uk
01829 733 385

MEETING OF CLOTTON HOOFIELD PARISH COUNCIL

Monday 26th September 2022 at 19:30 at Duddon, Clotton and District Memorial Hall

MINUTES

PRESENT

Cllr Geoffrey Bibby, Cllr Jane Nicholas, Cllr Charles Kinsey, Cllr John Leather (CWaC)

Clerk: Mrs T Ryall-Harvey

Public – 0

APOLOGIES were received and accepted from Cllr Harry Tonge (CWaC) and Wendy (PCSO)

DECLARATION OF INTERESTS – None raised.

PUBLIC PARTICIPATION –

Due to the representative of the Trustees not attending the meeting, the Clerk and Cllr Leather provided a brief update on Tarporley War Memorial in relation to the inpatient services which had been suspended due to Covid and staffing shortages last year. Following a consultation period, a partnership with a COCH Foundation Trust has been agreed and a three-year lease on part of the building has been signed and facilities such as Rapid Response and Hospital at Homes Teams will have a base at the facility together with clinics being provided to include orthopaedics, plastics, and another clinic still to be decided.

The physiotherapy services will continue, as well as the GP minor injuries facility and Ultrasound services. It was also reported that the Tarporley War Memorial Board will review and look at other providers who may be interested in utilising the facilities for community-based care services.

The role of trustees moving forward is to secure and protect the future of the facilities.

ACTION: A written report was requested from Tarporley War Memorial and to be circulated around the Parish Councillors.

CORRESPONDENCE

Email from Resident relating to Speed of Vehicles Travelling on A51 - It was reported that correspondence from a resident had been received with regards the speed of vehicles that travel on A51.

The resident had also confirmed a meeting he had with Stuart Bateman from CWaC where it had been agreed that the gully cover near to his property and Tirley View which is causing annoyance requires fixing and possible replacement with something narrower so as not to come into contact with vehicle wheels. Additionally, CWaC undertook to reinstate the 30 mph signs that have been knocked off by said HGV's and also fix the illuminated 30mph sign that wasn't working.

ACTION: Ask for a Traffic Survey along the A51 – if this information is not already available.

ACTION: Ask highways if repeaters speeds can be painted on road.

Opt out of the SAAA central external auditor appointment arrangements – The Parish Council noted the correspondence received in relation to the option to opt out of the SAAA central external auditor appointment arrangements and agreed that no action should be taken at this time which would mean that the authority will be regarded as opted-in for the next five year period beginning 1st April 2022 and ending 31st March 2027.

Chester Local Policing Unit Parish Council Update – The report provided by the local PCSO was noted.

Neighbourhood Pride Scheme it was reported that CWaC had recently proposed an additional funding stream for Neighbourhood Pride initiatives – the proposals are to allow small environmental improvement projects to be undertaken across the wards. Applications were sought from Parish Councils by 30th September 2022.

The clerk reported that costings had been provided by CWaC for siding back and removal of weeds on the footpaths at a cost of £1,731.43 per day.

Costs broken down like this (per day):

Traffic Management £400

Waste removal (estimated on 3 tips) £210

3x GM Officers £465.04

Plant/Equipment £543.12

Management/Admin fee £113.27

22. **RESOLVED:-** It was agreed that an application to side back and clear weeds on the footpath from the Bulls Head to the Willington Road should be submitted to CWaC and the Parish Council agreed to support this with a contribution of £500.

Wildflowers – following an email from a resident requesting the support for Wildflowers to be planted around the planter in Hoofield it was suggested that this location be passed to Cllrs Leather and Tonge for their support.

ACTION: Report Wildflower Area to CWaC for consideration.

MINUTES

23. **RESOLVED:** that the Minutes of the Parish Council Meeting held on 16th May 2022 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.
- **Website** – the Clerk has put the minutes of the previous meetings on the website.

PLANNING

The Planning Register dated 15-09-2022 was circulated for Parish Councillors consideration.

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

22/00947/FUL – 4 Yew Tree Farm Barn, Duddon Road, Clotton – Mixed equine and agricultural building to provide equine stabling and agricultural machinery and product storage including construction of menage (private) and midden – **approved**.

It was noted that since the last meeting the following planning applications been received from CWaC and responses submitted: -

22/02239/LBC – Clotton Hall, High Street, Clotton CW6 0EH – install mezzanine floor within hayloft to extend existing use and erect timber cladding and timber access door to southern elevation – the Parish Council submitted a response in support of this application.

22/02216/PDQ – Iddenshall Grange, High Street, Clotton CW6 0EQ – Conversion of redundant cow shed adjacent into one dwelling – the Parish Council submitted a response in support of this application.

*Cllr Nicholas declared an interest and did not participate in commenting on planning application 22/02239/LBC.
Cllr Kinsey declared an interest and did not participate in commenting on planning application 22/02216/PDQ.*

ACCOUNTS/

Cashbook

24. **RESOLVED** to accept the cash book and YTD summary dated 15th September 2022.

Bank Reconciliation against Cashbook YTD

25. **RESOLVED** to approve the Bank Reconciliation as presented to the meeting dated 15th September 2022.

Remembrance Sunday

26. **RESOLVED** to purchase a Poppy Wreath at a cost of £22.50 and Cllr Nicholas to attend the services of Remembrance on behalf of the Parish Council.

Clerk's Salary

27. **RESOLVED** to approve the increase of the Clerk's salary by one scale point following the completion of the CiLCA Qualification and inline with the Clerk's contract.
28. **RESOLVED** to approve the increase of the Clerk's salary by one scale point for October 2022 – September 2023.

Clerks' Training

29. **RESOLVED** to approve the payment towards the Clerk's attending the following training:-
SLCC Branch Conference at a cost of £30.
SLCC Local Council Clerk Finance Summit at a cost of £54.
CHALC General Power of Competence Training at a cost of £25
These costs to be split between 5 Parish Councils therefore costing £21.80 in total

How to review neighbourhood planning policies training - £39.00

Income and Payments since the last meeting

30. **RESOLVED** - To note the income received of:
£0.08 in June, £0.09 in July, £0.33 in August and £0.42 in September for Bank Interest

31. **RESOLVED** - To note the payments since the last meeting of: -

Clerk's Salary	Tax Point 3	£229.99
Clerk's Salary	Tax Point 4	£229.79
Clerk's Salary	Tax Point 5	£229.99
Clerk's Salary	Tax Point 6	£229.99
	To include Training, Stationery, Office Allowance, Mobile Phone,	
Clerk's Expenses	Printing and Travel	£135.77
Sue Irlam	Internal Auditor	£50.00
HMRC PAYE	PAYE Tax Month 3	£57.90
HMRC PAYE	PAYE Tax Month 4	£57.60
HMRC PAYE	PAYE Tax Month 5	£57.40
HMRC PAYE	PAYE Tax Month 6	£57.40
PQR Limited	Payroll Services	£30.60
ICO	Information Data Protection Subscription	£35.00

HIGHWAYS

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

- Signed Missing on Corkscrew Lane
- 30mph sign on A51 has fallen down and requires reinstating and the one on opposite side is obscured due to vegetation.

PARISH COUNCIL MATTERS

Parish Council Vacancies – it was reported that there were 5 vacancies for Parish Councillors available should any members of the public be interested in joining.

Remembrance of the Queen and Marking of Respect for the new King.

Clerk to monitor any suggestions and bring back to a future meeting any recommendations.

COMMUNITY PROJECTS

Queens Jubilee Event

It was reported that an event held on Friday 3rd June to commemorate the Queen Platinum Jubilee between 12 noon and 4pm had been a success and was very well attended.

DATE OF THE NEXT MEETING

The next meeting would take place on Monday 16th January 2022.

Signed Dated

Items for Action

Date	Action	Responsible Person	Status
21-09-2020	Parish Council Vacancies: -		5 vacancies still open
26-09-2022	Finance: - - Pay invoices	Clerk/JN	
20-09-2022	Neighbourhood Development Plan: - Review in July 2023		
26-09-2022	Website <i>include following items on the website:</i> - - Put minutes of meetings on website	Clerk	Completed
26-09-2022	Wildflowers - nominate Wildflower area in Hoofield with CWaC	Clerk	Completed
26-09-2022	Neighbourhood Pride Scheme - submit application to side back and clear weeds on the footpath from the Bulls Head to the Willington Lane should be submitted to CWaC and the Parish Council agreed to support this with a contribution of £500.	Clerk	Completed
26-09-2022	Tarporley War Memorial Hospital – request a written report from Tarporley War Memorial and circulated around the Parish Councillors	Clerk	Completed
26-09-2022	Traffic on A51 - Ask for a Traffic Survey along the A51 – if this information is not already available.	Clerk	Requested
26-09-2022	Meeting date - book next Parish Council meeting with Duddon, Clotton and District War Memorial Hall	Clerk	Completed

Clotton Hoofield Parish Council Planning Register 2022-23

Received	Number	Location	Description	PC Response	Result
Mon 19 Apr 2021	21/01718/FUL	Land At Orchard Cottage Rode Street Tarporley Cheshire	Re-instatement of dropped kerb	Support	Awaiting Decision
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	Approved
6th Jan 2022	22/00053/FUL	Land At Duddon Road Clotton Tarporley	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	Approved
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	Approved
11 th Feb 2022	22/00505/OUT	Land At The Paddock Hoofield Hall Hoofield Lane Huxley Chester	Erection of two detached dwellings and garages	Not Supported	Refused
Mon 28 Mar 2022	22/01178/FUL	The Waveney Leadgate Lane Clotton Chester Cheshire CH3 9BT	Demolition of existing garage/storage building and replacement outbuilding with ancillary gym and first floor office and storage space.	Neutral	Approved
Thu 16 Jun 2022	22/02239/LBC	Clotton Hall High Street Clotton Tarporley CW6 0EH	Install mezzanine floor within hayloft to extend existing use and erect timber cladding and timber access door to southern elevation	Supported	Awaiting Decision
Mon 13 Jun 2022	22/02216/PDQ	Iddenshall Grange High Street Clotton Tarporley CW6 0EQ	Conversion of redundant cow shed adjacent into one dwelling	Supported	Decided
Wed 03 Aug 2022	22/03330/DSM	Near The Haven and Rose Lea Cinder Lane Clotton Chester CW6 0UB	BT intends to install fixed line broadband electronic communications apparatus (6x 9m medium wooden poles) (Ref WP2-WP7 WDGRJJ6W)	Not Consulted upon	Decided Notification Closed
4th Oct 2022	22/03038/FUL	1 Yew Tree Bank Clotton Hoofield Chester Cheshire CW6 0EJ	Alterations to driveway to include creation of new vehicle crossing and dropped kerb	Neutral	
15th Nov 2022	22/03628/FUL	Iddenshall Grange High Street Clotton Tarporley CW6 0EQ	Enlargement of residential curtilage and extension of the recently allowed converted cow shed at Iddenshall Grange	Supported	

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
 09/01/2023

Budget Element	Calc. %	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	2022-23 Budget	2022-23 Budget	Variance	Commentary
EXPENDITURE																	Costs include VAT
People & Expenses																	
Clerk		229.99		510	230	230	230	241	241	366	230	230	230	2,968	2,700	-268	
HMRC tax		57	70		115	57	57	60	60	91	57	57	57	742	684	-58	
Mileage			9				9				70		35	122	210	88	
Training				262			16				30			308	450	142	
Chairmans allowance														0	0	0	
Professional service																	
Insurance					644									644	230	-414	
Internal Audit					50									50	52	2	
The Accounts Center - Payroll						31		31	61					122	196	74	
General Services																	
Website								171						171	170	-1	
Room Hire											90			120	120	0	
Planter Maintenance													30	0	80		
Admin																0	
CHALC Membership					130						50			130	130	0	
Other memberships														50	50	0	
Data Protection fee														35	35	0	
Admn					20					35				20	50	30	
Post														0	120	120	
Stationery					44			33			60			136	160	24	
Office Allowance					68			68			36			208	216	8	
Elections													36	0	0	0	
Projects																0	
Ad Hoc Beneficial Items (S137)													150	150	150	0	
Community Events														0	100	100	
Speed Initiative PCC													300	300	300		
Community Litter Picking													0	0	50	50	
General													0	0	250	250	
Inflation %	2.00%	0	0	0	0	0	0	0	0	0	9	12	6	44	130	86	Provision
Contingency % of above													17	0	0	0	
TOTAL CASH OUT		287	1,296	510	376	287	447	504	363	467	636	293	855	6,321	6,633	312	
RECEIPTS																	
Precept	6379 2.50%	6,538												6,538	6,538	0	
Bank interest	Monthly	0.09	0.08	0.08	0.09	0.33	0.42	0.42	1.06	2.26			1.00	6	2	-4	
VAT recovery		201												201	140	-61	
Ward contribution														0	0	0	
CWAC contribution														0	0	0	
TOTAL CASH IN		6,739	0	0	0	0	0	0	1	2	0	0	1	6,745	0		
Transaction Cash flow		6,452	-1,296	-510	-375	-287	-447	-503	-362	-464	-636	-293	-854		6,437		
RESERVES																	
Projected	10843													10,843			
Grants & Projects - to be taken from reserves																	
- A51 Speed Limit (40)														0	0	0	
Election Reserves														3,250	3,250	0	
Portion of Precept in Reserves														2,500	2,500	0	
General Reserves														2,673	2,673	0	
CIL Projects														1,500	1,500	0	
														920	920	0	
TOTAL IN RESERVES		10,843	0	0	0	0	0	0	0	0	0	0	0	10,843	11,421		
Projects Cashflow		3,868	3,868	1,868	1,368	1,368	1,368	1,368	1,368	1,368	1,368	1,368	1,368		1,368		

Clotton & Hoofield Parish Council

Cashbook 2022-23

STATEMENT DATE	Description	Res	M/P	Power	People	Professional Services	General Services	Admin	Projects	Projects & Grants from Reserves	VAT Reclaim	Receipts	Totals	Comments
11/04/2022	Interest	16	116									£0.09	0.09	Bank Interest
08/04/2022	CWAC	16	116									£6,538.00	6,538.00	CWAC Receipt
22/04/2022	HMRC VTR	16	116									£200.58	200.58	VAT Refund
25/04/2022	Mrs T Ryall-Harvey	17	116	1	-£229.99								-229.99	Clerk's Salary Tax Month 1
29/04/2022	HMRC PAYE	17	116	1	-£57.40								-57.40	PAYE
09/05/2022	Interest	16	116									£0.08	0.08	Bank Interest
17/05/2022	Came & Company	17	116	4		-£644.15							-644.15	Parish Council Insurance
17/05/2022	CHALC	17	116	8		-£129.96							-129.96	CHALC Membership for 2022-23
17/05/2022	HRMC PAYE	17	116	1	-£70.00								-70.00	PAYE
17/05/2022	Mrs T Ryall-Harvey	17	116	1				-£371.86					-401.89	Clerk's Expenses
17/05/2022	Sue Irlam	31	120	1		-£50.00							-50.00	Internal Auditor
07/06/2022	Mrs T Ryall-Harvey	17	116	1	-£279.88								-279.88	Clerk's Salary Tax Month 2
09/06/2022	Interest	30	120									£0.08	0.08	Bank Interest
24/06/2022	Mrs T Ryall-Harvey	31	120	1	-£229.99								-229.99	Clerk's Salary Tax Month 3
01/07/2022	HMRC PAYE	31	120	1	-£57.90								-57.90	PAYE
11/07/2022	Interest	30	120									£0.09	0.09	Bank Interest
18/07/2022	PQR Limited	31	120	1		-£25.50							-30.60	Payroll Provider Q1
25/07/2022	Mrs T Ryall-Harvey	31	120	1	-£229.79								-229.79	Clerk's Salary Tax Month 4
26/07/2022	HMRC PAYE	31	120	1	-£57.60								-57.60	PAYE Tax Month 4
09/08/2022	Interest	30	120									£0.33	0.33	Bank Interest
25/08/2022	Mrs T Ryall-Harvey	31	120	1	-£229.99								-229.99	Clerk's Salary Tax Month 5
30/08/2022	HMRC PAYE	31	120	1	-£57.40								-57.40	PAYE Tax Month 5
09/09/2022	Interest	30	120									£0.42	0.42	Bank Interest
15/09/2022	ICO ZA	31	120	1				-£35.00					-35.00	Information Data Protection Subs
27/09/2022	Mrs T Ryall-Harvey	31	120	1				-£130.72					-135.77	Clerk's Expenses
27/09/2022	Mrs T Ryall-Harvey	31	120	1	-£229.99								-229.99	Clerk's Salary Tax Month 6
30/09/2022	HMRC PAYE	31	120	1	-£57.40								-57.40	PAYE Tax Month 6
05/10/2022	One.com					-£142.87							-171.44	Website Domain Renewal
05/10/2022	PQR Limited					-£25.50							-30.60	Payroll Provider Q2
10/10/2022	Interest											£0.42	0.42	Bank Interest
25/10/2022	Mrs T Ryall-Harvey				-£241.20								-241.20	Clerk's Salary Tax Month 7
31/10/2022	HMRC				-£60.40								-60.40	PAYE Tax Month 7
09/11/2022	Interest											£1.06	1.06	Bank Interest
22/11/2022	PQR Limited					-£51.00							-61.20	Payroll Provider Q3 & Q4
25/11/2022	Mrs T Ryall-Harvey				-£241.20								-241.20	Clerk's Salary Tax Month 8
31/11/2022	HMRC				-£60.40								-60.40	PAYE Tax Month 8
09/12/2022	Interest											£2.26	2.26	Bank Interest
23/12/2022	Mrs T Ryall-Harvey				-£366.17								-366.17	Clerk's Salary Tax Month 9
30/12/2022	HMRC				-£91.40								-91.40	PAYE Tax Month 9
													0.00	
													0.00	
TOTALS					-2,848.10	-1,068.98	0.00	-537.58	0.00	0.00	-£84.05	£6,743.41	2,204.70	

RECONCILIATION		
Current Account		£3,161.57
Deposit Account		£9,886.60
TOTAL		£13,048.17
Less Undeclared Payments		£0.00
Earmarked for CIL Projects		£919.72
Earmarked for A51 Speed Limit Reduction undertake		£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		£2,909.45
S137 limit for 2022 =		£2,840.04

Year to date balance	£2,204.70
Balance Brought Forward	£10,843.47
Balance	£13,048.17
Cross Reference	£0.00

Prepared by

Clotton Hoofield Parish Council

Bank Reconciliation to Cashbook 9th January 2023

Presented at Council Meeting - 16th January 2023

Prepared

Balance shown on Cashbook	£13,048.17
Current Account	£3,161.57
Reserves Account	£9,886.60
Less: Uncleared payments	£0.00
TOTAL	£13,048.17
Less: Payments on Cashbook not yet made	£0.00
Plus: Deposits on Cashbook not yet cleared	£0.00
	£13,048.17
Reconciliation	Yes

TREASURERS ACCOUNT [REDACTED]
CLOTTON HOOFIELD PARISH COUNCIL

£ 3,161.57 Current balance

BB INST ONLINE [REDACTED]
£ 9,886.60 Balance

Clotton and Hoofield Parish Council

BUDGET 2023-24

Budget Element	Calc. %	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	2023-24 Budget	2022-23 Budget	Variance	Commentary
EXPENDITURE																	Costs include VAT
People & Expenses																	
Clerk		235	235	235	235	235	235	235	235	235	235	235	235	2,820	2,700	120	
HMRC tax		60	60	60	60	60	60	60	60	60	60	60	60	720	684	36	
Mileage		10	10		10		10		10		10		10	60	210	-150	
Training		50	150						50					300	450	-150	
Chairmans allowance														0	0	0	
Professional service																	
Insurance				700										700	230	470	
Internal Audit				50										50	52	-2	
The Accounts Center - Payroll				30			30				30			135	196	-61	
General Services																	
Website								170						170	170	0	
Room Hire													120	120	120	0	
Planter Maintenance		20							20					40	80	-40	
Admin																	
CHALC Membership		130												130	130	0	
Other memberships											50			50	50	0	
Data Protection fee									35					35	35	0	
Admin			20						20					50	50	0	
Post											10			120	120	0	
Stationery		30									30			150	160	-10	
Office Allowance			36		30				36					216	216	0	
Elections			200								36			200	0	200	
Projects																	
Ad Hoc Beneficial Items (\$137)													150	150	150	0	
Community Events					1,000									1,000	100	900	
Speed Initiative PCC		0									0			0	300	-300	
Community Litter Picking													0	0	50	-50	
General						100							0	100	250	-150	
Inflation %																	
Contingency % of above	0.00%	0	0	0	0	0	0	0	0	0	0	0	0	0	130	-130	Provision
TOTAL CASH OUT		525	761	2,055	341	445	456	465	561	325	431	295	656	7,316	6,633	683	
RECEIPTS																	
Precept	6601 2.00%	6,735												6,735	6,538		
Bank Interest	Monthly	1.50	1.50	1.00	1.00	1.00	1.00	1.00	1.50	1.50	1.50	1.50	1.50	16	2		
VAT recovery													100	100	140		
Ward contribution														0	0		
CWAC contribution														0	0		
TOTAL CASH IN		6,737	2	1	1	1	1	1	2	2	2	2	102	6,851	6,680		
Transaction Cash flow		6,212	-760	-2,054	-340	-444	-455	-464	-560	-324	-430	-294	-555				
RESERVES																	
Projected	10169													10,169	10,169	11,368	
Grants & Projects - to be taken from reserves														0	0	0	
- AS1 Speed Limit (40)														3,250	3,250	-2,000	
Election Reserves														2,500	2,500	-2,000	
Portion of Precept in Reserves														2,950	2,950		
General Reserves														1,469	1,469	1,921	
TOTAL IN RESERVES		10,169	0	0	0	0	0	0	0	0	0	0	0	10,169	10,169		

Issues logged with Cheshire West and Chester Council

Date logged	Call no	Fault type	Description	Update	Escalation required	Open/Closed
01/11/2021	HW375198852	Highway maintenance - Gully/Drainage	Willington Lane on approach to junction with A51	Completed and running, but we need to confirm to what capacity. The system to full of water to camera so we need to return in the summer.		
02/09/2021	HW360453985	Sign - Sign Damaged	Faulty give way signs and road markings at the Willington lane / Wood Lane road junction	Highways are chasing lining for completion		Completed / Closed
04/09/2022	HW449173150	Sign - Sign Damaged	on A51 heading towards Clotton (30 mph signs) - One sign has again fallen down (left side of road) and the other one opposite cannot be seen as obscured with vegetation	Thank you for your enquiry regarding a missing 30mph sign and an obscured sign on High Street, Clotton. I have visited site today and can see the issue you refer to. There is a job currently with our contractors to replace this sign and I have chased them up today insisting this be made a priority. I will contact the land owner whose hedge is obscuring the sign on the other side of the road and ask them to cut back their hedge asap		
04/09/2022	HW449173893	Sign - Sign Damaged	the CORKSCREW LANE sign has gone missing (was previously damaged a while back).	Work has been scheduled to fix the problem, work is priorities according to risk.		