

MEETING OF DUDDON AND BURTON PARISH COUNCIL

To the Members of Duddon and Burton Parish Council: You are hereby summoned to attend the next Parish Council Meeting on Monday 24th March 2025 to be held at Duddon, Clotton and District War Memorial Hall, immediately following the Parish Meeting scheduled to start at 7.00pm, for the transaction of the business set out below.

Signed *Trudy Ryall-Harvey*, Clerk

17/03/2025

duddonandburtonparishcouncil@gmail.com

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	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 27 th January 2025.
5.	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
6.	ACCOUNTS	1. To accept the Cash Book. 2. To note the Budget v Outturn Sheet 3. To approve the Bank Reconciliation against Cashbook YTD. 4. To agree the appointment of an Internal Auditor for 2024-25. 5. To approve the submission of the VAT rebate for 2024-25. 6. To approve that Payroll Provider for 2025-26. 7. To approve payments made and income received since last meeting.
7.	CORRESPONDENCE	- Cheshire and Warrington devolution factsheet – for the PC's information. - Cheshire and Warrington Devolution Consultation – to agree if the PC wishes to submit a response. - CWaC Avian Influenzas Notification – to note. - Tarvin Educational Foundation – update on grant allocations for 2025 to note. - West Cheshire Town and Parish Council conference – to agree if anyone wishes to attend. - Any other correspondence received since the last PC Meeting.
9.	PARISH COUNCIL MATTERS	- Asset Register – to approve the Asset Register for 2025. - Risk Assessment – to approve the Risk Assessment schedule for 2025. - To adopt the Annual Report as circulated. - To review and adopted the revised Standing Orders.
	DATE OF NEXT MEETING	The next meeting will take place on Monday 26 th May 2025 at 7.00pm at Duddon, Clotton and District War Memorial Hall.

**Minutes of Duddon and Burton Parish Council Meeting
at Duddon, Clotton & District Memorial Hall on Monday 27th January 2025 at 7.00pm**

PRESENT:

Cllr C Cummins

Cllr G Goulbourne - Chairman

Cllr A Green

Cllr M Lightfoot

Cllr T Cooper (Ward Councillor)

Members of the Public: 1

CLERK: Mrs T Ryall-Harvey

APOLOGIES FOR ABSENCE – Apologies were received and accepted from Cllr T Lush (Ward Councillor) Cllr K Warburton due to previous commitments.

DECLARATION OF PECUNIARY INTERESTS - No declarations were received.

PUBLIC PARTICIPATION

A resident reported that the defibrillator had now been installed outside the Memorial Hall, they thanked all those that contributed to the funding of this. They reported that they had been in touch with North West Ambulance Service who has forwarded them a contact to arrange training with and they hoped to have this organised in the near future.

A resident provided an update on the proposed fitting of solar panels to the Memorial Hall, two quotes had now been received and these had been forwarded to Shell and they were waiting on confirmation of next steps towards the funding.

A resident reported that the Memorial Hall had arrange a quiz night to be held on 14th February and everyone was welcome to attend.

One resident left the meeting.

Cllr Cooper reported that he had received over 100 responses from the A51 survey that had been undertaken in December. He is now looking to process the completed surveys and generate a report which he hoped to bring to the next meeting.

Cllr Cooper reported that CWaC finance meeting to agree the budget for 2025-26 is being held within the next two weeks and he hoped to report back following this..

Cllr Cooper reported that Cheshire West and Chester, Cheshire East and Warrington Councils had submitted a proposal to the government for consideration of a devolution priority programme, this would result in the joint councils having to elect a major – this is being proposed for May 2026 and allow them further responsibility with relation to funding within the area.

Cllr Cooper also shared his concerns in relation to the large increase in target for housing that has been forced upon Cheshire West and Chester Council from the Government which means that they will need to increase their housing targets by over 200%.

MINUTES OF THE MEETING

RESOLVED 24/031: That the minutes of the meeting held on 25th November 2024 be confirmed as a correct record and signed by the Chairman.

PLANNING APPLICATIONS

The council noted the Planning Register as circulated at the meeting, dated 20th January 2025 and it was noted that the following planning applications had been received since the last meeting.

- 24/03161/FUL – Burton Farm, Burton Road, Burton CW6 0ER – Change of use of land and buildings known as the former hatchery buildings to Burton Farm to light/general industrial and storage, B2 B8 (including ancillary class E9g)i) together with Canine hydrotherapy Class E (C)(iii) including the subdivision of the existing units into six units and retention of extant office and welfare facilities (retrospective) – The Parish Council had **no objection** to this application.
- 24/03480/FUL – rose Cottage, Duddon Common Lane, Duddon CW6 0HG – Demolition of existing extensions, erection of single-story extension to west elevation, dormer to first floor with balcony terrace, addition of rooflights, alterations to roof, windows and doors, addition of external insulation – The Parish Council had **no objection** to this application.
- 24/03426/LDC – The Beeches, Well Lane, Duddon CW6 0HG = Lawful Development Certificate for existing summerhouse in use for more than 10 years as ancillary residential accommodation to the main house - The Parish Council had **no objection** to this application.

It was also reported by Cllr Goulbourne that 22/04541/HED Various Locations Along the Route of a Proposed Sewer Pipeline from Utkinton to Tarvin via Duddon was no-longer being progressed as this project was not being undertaken.

ACCOUNTS

Cashbook

RESOLVED 24/032: that the YTD Cashbook dated 20th January 2025 be approved and the Outturn against Budget be noted.

Bank Reconciliation

RESOLVED 24/033: that Cllr Goulbourne signs the Bank Reconciliation and Bank Statements.

Churchyard Grant Application

RESOLVED 24/034 that the Parish Council submit a Churchyard Grant application on behalf of Duddon St Peter's Church to the claim value of £1,440.

Authorisation of Payments

RESOLVED 24/035: that the following income and expenses be approved:-

Income received since the last meeting for noting:		Gross Amount	Comment
09/12/2024	Lloyds Bank	£7.31	Bank Interest
09/01/2025	Lloyds Bank	£8.10	Bank Interest
27/11/2024	Skiptons	£29.11	Compound Interest
27/12/2024	Skiptons	£26.98	Compound Interest

Payments made since the last meeting for approval

Date	Payable to	Net Amount	VAT	Gross Amount	Comment
17/12/2024	Bank Charges	-£8.50	£0.00	-£8.50	Bank Charges
17/01/2025	Bank Charges	-£8.50	£0.00	-£8.50	Bank Charges
24/12/2024	Mrs T Ryall-Harvey	-£278.38	£0.00	-£278.38	Clerk's Salary Tax Month 9
29/12/2024	HMRC PAYE	-£69.60	£0.00	-£69.60	Tax Month 9

20/01/2025	Shires Accountants	-£15.00	-£3.00	-£18.00	Calculation and application of back pay adjustments relating to 2024/25 tax year
25/01/2025	Mrs T Ryall-Harvey	-£278.38	£0.00	-£278.38	Clerk's Salary Tax Month 10
29/01/2025	HMRC PAYE	-£69.60	£0.00	-£69.60	Tax Month 10

Payments not yet made for approval

Payable to	Net Amount	VAT	Gross Amount	Comment
Mrs T Ryall-Harvey	-£146.94	-£20.75	-£167.69	Clerk's Expenses

CORRESPONDENCE

New Police Beat Manager for Tarvin and Kelsall Beat – Beat Manager Steve Harrison was noted to be the new Beat Manager for the Tarvin and Kelsall Beat.

Police Local Community Priorities – The Parish Council noted the information circulated by the PSCO James Hannath about encouraging residents to log what they want their priorities for the police to be on a monthly basis via the Residents Voice Survey.

The information regarding Cheshire East, Cheshire West and Warrington Council's proposal to government for the consideration of a devolution priority programme was noted by the Parish Council.

5 Communities Fibre to the premises – it was noted that an update had been shared with residents that this project had now been 100% completed by Open Reach.

CWaC Public Space Protection Order Consultation – this consultation was noted and it was agreed that no action was required.

THE COMMUNITY

Duddon Play Area

At the last meeting, it was reported that a group of residents had undertaken to provide by the beginning of January a plan with quotes and funding streams for the Parish Council to consider in relation to the upgrading of the play equipment. The Parish Council noted that they had not received this report.

Wildflower Update

It was reported that Cheshire West and Chester had proposed to relocate the wildflower area in Duddon from the triangle on Willington Road/Back Lane and create a wildflower meadow on a section of land on the green space off Duddon Close. The Parish Council had confirmed they had no objections to this suggestion as long as there was still enough space on the green space for children to play football.

PARISH COUNCIL MATTERS

2025-26 Budget

RESOLVED 24/036: that the budget for 2025-26 be set at £12,268 as set out below:-

Budget Element	Budget 2025-26
EXPENDITURE	
People	
Staff Costs	4,514
Professional service	
Insurance	1,100
Internal Audit	60
External Audit	0
Payroll	210
General Services	
Website	60
Election	0
Bank Service Charge	84
Village Hall Room Hire	120
Admin	
Membership/Subscriptions	283
Expenses	450
Training	200
Data Protection fee	35
Grants	
Churchyard Grant (Supplied by CWaC)	1,600
Other Grants	500
Projects	
Village Enhancements	295
Village Maintenance	1,200
Community Events	500
Playground Annual Inspection & Maintenance	700
Ad Hoc Beneficial items (\$137)	0
Inflation %	238
Contingency % of above	119
TOTAL CASH OUT	12,268

RECEIPTS	
Precept	9,220
Bank Interest - Lloyds	128
Bank Interest - Skiptons	270
VAT recovery	150
Churchyard Grant (Supplied by CWaC)	1,600
CWAC contribution	0
Use of Reserves Monies for Projects	900
Other	0
TOTAL CASH IN	12,268

Precept for 2025-26 - RESOLVED 24/037: to request a precept for 2025-26 of £9,220 which is a 5% increase on last years and a £1.85 increase on a Band D house.

Training - RESOLVED 24/038 to approve the Clerk's Training plan for January – July 2025 at a cost of £127.80 to the Parish Council.

Parish Meeting – The Clerk sought clarification as to when the Parish Council wished to hold the Annual Parish Meeting, it was confirmed that this should be held on 24th March 2025.

DATE OF NEXT MEETING

The next meeting of Duddon and Burton Parish Council would be held on Monday 24th March 2025 at 7.00pm in the Duddon Clotton and District Memorial Hall.

Meeting finished: 19.29

Signed: Dated:

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 2024-25

Received	Number	Location	Description	PC Response	Result
Tue 24 Sep 2024	24/02865/DEM	The Old Bakery Tarpoley Road Duddon Chester CW6 0EW	Demolition of Corrugated Metal and Timber Shed back of the building.	Not consulted upon	Decided
Mon 05 Aug 2024	24/02297/FUL	Duddon Mill House Mill Lane Duddon Tarpoley CW6 0HA	Demolition of the existing dwelling and outbuildings for the erection of a replacement dwelling	No objections	Awaiting Decision
Tue 22 Oct 2024	24/03161/FUL	Burton Farm Burton Road Burton Chester CW6 0ER	Change of use of land and buildings known as the former hatchery buildings at Burton Farm to light/general industrial and storage, B2, B8 (including ancillary Class E(g)i) together with Canine hydrotherapy Class E (c)(iii) including the subdivision of the existing units into six units and retention of extant office and welfare facilities (retrospective)	No objections	Awaiting Decision
Wed 20 Nov 2024	24/03480/FUL	Rose Cottage Duddon Common Lane Duddon Chester CW6 0HG	Demolition of existing extensions, erection of single-story extension to west elevation, dormer to first floor with balcony terrace, addition of rooflights, alterations to roof, windows and doors, addition of external insulation.	No objections	Awaiting Decision
Mon 18 Nov 2024	24/03426/LDC	The Beeches Well Lane Duddon Chester CW6 0HG	Lawful Development Certificate for existing summerhouse in use for more than 10 years as ancillary residential accommodation to the main house	No objections	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
 12/03/2025

DUDDON AND BURTON PARISH COUNCIL CASHBOOK - FINANCIAL TRANSACTIONS 2024-25

STATEMENT DATE	Description	Power	PN	People	Professional Services	General Services	Admin	Grants	Projects	VAT	Receipts	Totals	Comments	Resolved	No.
09/04/2024	Interest (Gross)		35								9.77	9.77	Bank Interest	24/014	1
10/04/2024	Cheshire West and Chester		35								8,825.00	8,825.00	Annual Precept Payment	24/014	2
19/04/2024	Cheshire Association of Local Authorities		35				-161.12					-161.12	CHALC Annual Affiliation Fees	24/014	3
19/04/2024	Mid-Cheshire Footpaths		35				-8.00					-8.00	Annual Subscription Fees	24/014	4
19/04/2024	Phil Sanders		35		-57.00							-57.00	Annual Internal Auditor	24/014	5
19/04/2024	PQR Limited		35		-54.00					-10.80		-64.80	Payroll Provision Apr - Oct 2024	24/014	6
25/04/2024	Mrs T Ryall-Harvey		35	-264.20							30.56	-264.20	Clerk's Salary Tax Month 1	24/014	7
27/04/2024	Skiptons		35									30.56	Compound Interest	24/014	7
29/04/2024	HMRC PAYE		35	-66.00						-10.00		-66.00	PAYE Payment for Tax Month 1	24/014	8
30/04/2024	NALC		35				-50.00					-60.00	National Association of Local Council's Subscriptions	24/014	9
09/05/2024	Interest (Gross)		41								10.12	10.12	Bank Interest	24/019	10
16/05/2024	ICO ZB331348		41				-35.00					-35.00	Data Protection Subscription	24/019	16
20/05/2024	Mrs T Ryall-Harvey		35				-96.88			-9.66		-106.54	Clerk's Expenses	24/014	11
20/05/2024	Ringwood Fencing		35						-15.04	-3.01		-18.05	Materials for repairs to Play area Fence	24/014	12
20/05/2024	Bank Service Charge		41				-1.70					-1.70	Bank Charges	24/019	12
24/05/2024	Mrs T Ryall-Harvey		35	-264.20								-264.20	Clerk's Salary Tax Month 2	24/014	13
27/05/2024	Skiptons		41								29.66	29.66	Compound Interest	24/019	14
29/05/2024	HMRC PAYE		35	-66.00								-66.00	PAYE Payment for Tax Month 2	24/014	15
10/06/2024	Interest (Gross)		41								10.80	10.80	Bank Interest	24/019	17
06/06/2024	Gallaghers		41		-900.20							-900.20	Insurance	24/019	18
18/06/2024	Bank Service Charge		44				-7.00					-7.00	Bank Charges	24/024	18
25/06/2024	Mrs T Ryall-Harvey		41	-264.20								-264.20	Clerk's Salary Tax Month 3	24/019	19
27/06/2024	Skiptons		41								30.74	30.74	Compound Interest	24/019	20
28/06/2024	HMRC PAYE		41	-66.00								-66.00	PAYE Payment for Tax Month 3	24/019	21
09/07/2024	Interest (Gross)		41								9.80	9.80	Bank Interest	24/019	22
19/07/2024	Service Charge		44				-7.00					-7.00	Bank Charges	24/024	22
24/07/2024	Mrs T Ryall-Harvey		41				-73.83			-5.86		-79.69	Clerk's Expenses	24/019	23
25/07/2024	Mrs T Ryall-Harvey		41	-264.20								-264.20	Clerk's Salary Tax Month 4	24/019	24
27/07/2024	Skiptons		44								29.84	29.84	Compound Interest	24/024	20
29/07/2024	HMRC PAYE		41	-66.00								-66.00	PAYE Payment for Tax Month 4	24/019	25
09/08/2024	Bank Interest		44								9.40	9.40	Bank Interest	24/024	26
19/08/2024	Service Charge		44				-7.00					-7.00	Bank Charges	24/024	27
25/08/2024	Mrs T Ryall-Harvey		44	-264.20								-264.20	Clerk's Salary Tax Month 5	24/024	28
27/08/2024	Skiptons		44								30.93	30.93	Compound Interest	24/024	30
29/08/2024	HMRC PAYE		44	-66.00								-66.00	PAYE Payment for tax Month 5	24/024	29
09/09/2024	Bank Interest		44								8.08	8.08	Bank Interest	24/024	31
13/09/2024	Linux Internet		44		-47.88					-9.58		-57.46	Annual Cloud Hosting of Website	24/024	32
13/09/2024	Morral Play Services		44		-95.00					-19.00		-114.00	Playground Inspection Fees for 22, 23 & 24	24/024	33
17/09/2024	Service Charge		44				-7.00					-7.00	Bank Charges	24/024	34
25/09/2024	Mrs T Ryall-Harvey		44	-264.20								-264.20	Clerk's Salary Tax Month 6	24/024	34
27/09/2024	Mrs T Ryall-Harvey		44				-33.70					-33.70	Clerk's Expenses	24/024	35
27/09/2024	Skiptons		47								29.28	29.28	Compound Interest	24/030	36
27/09/2024	HMRC PAYE		44	-66.00								-66.00	PAYE Payment for tax Month 6	24/024	37
09/10/2024	Shires Accountants		47		-85.70					-17.50		-103.20	Payroll Services for Months 07 - 12 of tax year	24/030	38
09/10/2024	Bank Interest		47								7.82	7.82	Bank Interest	24/030	39
15/10/2024	Northwich Town Council		47		-390.00					-78.00		-468.00	Playground Maintenance	24/030	40
17/10/2024	Service Charge		47				-7.00					-7.00	Bank Charges	24/030	40
25/10/2024	Mrs T Ryall-Harvey		47	-264.20								-264.20	Clerk's Salary Tax Month 7	24/030	41
27/10/2024	Skiptons		47								28.09	28.09	Compound Interest	24/030	42
29/10/2024	HMRC PAYE		47	-66.00								-66.00	PAYE Payment for tax Month 7	24/030	43

DUDDON AND BURTON PARISH COUNCIL

Bank Reconciliation to Cashbook 2024-25

Presented at Council Meeting 24th March 2025

Prepared by Trudy Ryall-Harvey

Balance shown on Cashbook	£22,203.17
Lloyds Bank Accounts as at 12th March 2025	
Current Account	£2,771.41
Deposit Account	£9,564.86
Skiptons Account	£10,341.25
TOTAL	£22,677.52
Less: Unpresented Payments	£474.35
TOTAL	£22,203.17
Reconciliation	YES

BUSINESS ACCOUNT [REDACTED]
DUDDON AND BURTON PARISH COUNCIL

£ 2,771.41 Current balance

COMMERCIAL INSTANT ACCESS ACCOUNT [REDACTED]

£ 9,564.86 Balance

Community Saver Iss 11 Monthly

[REDACTED]

Current Balance ?

£10,341.25

Available Balance: £10,341.25

Current interest rate (gross)% 2.86%
^

Maturity Date: N/A

Income received since the last meeting for noting:				Gross Amount	Comment
09/02/2025	Lloyds Bank			8.37	Bank Interest
10/03/2025	Lloyds Bank			7.33	Bank Interest
27/01/2024	Skiptons			27.17	Compound Interest
27/02/2025	Skiptons			27.24	Compound Interest
Payments made since the last meeting for approval					
Date	Payable to	Net Amount	VAT	Gross Amount	Comment
19/02/2025	Bank Charges	-£8.50	£0.00	-£8.50	Bank Charges
19/03/2025	Bank Charges	-£8.50	£0.00	-£8.50	Bank Charges
25/02/2025	Mrs T Ryall-Harvey	-£278.38	£0.00	-£278.38	Clerk's Salary Tax Month 11
28/02/2025	HMRC PAYE	-£69.60	£0.00	-£69.60	Tax Month 11
12/03/2025	Duddon, Clotton & Distric	-£90.00	£0.00	-£90.00	Hall Hire for 2024-25
12/03/2025	Mrs T Ryall-Harvey	-£27.87	£0.00	-£27.87	Clerk's Expenses
Payments not yet made for approval					
Date	Payable to	Net Amount	VAT	Gross Amount	Comment
28/03/2025	HMRC PAYE	-£69.60	0	-£69.60	Tax Month 12
25/03/2025	Mrs T Ryall-Harvey	-£278.38	£0.00	-£278.38	Clerek's Salary Tax Month 12

Cheshire and Warrington devolution factsheet

Cheshire +
Warrington

Key facts

- + Cheshire and Warrington has been selected as part of the government's devolution priority programme - showing that government has confidence we will be able to proceed with a devolution agreement.
- + On Monday 17 February, government launched a consultation about devolution in Cheshire and Warrington. This will close on Sunday 13 April at 11.59pm. We encourage everyone to use this opportunity to share your opinions on the proposals for a Mayoral Combined Authority. The easiest way for you to respond and engage in the consultation is by completing the online form <https://consult.communities.gov.uk/lggc/cheshire-and-warrington-devolution-consultation/>
- + Devolution is about bringing investment and decision-making powers away from central government in London to local leaders here in Cheshire and Warrington.
- + Devolution has the potential to unlock further investment and growth in our area's world-leading sectors, including life sciences, clean energy, and advanced manufacturing.
- + People don't live their lives according to council boundaries, so an area-wide approach to improving things like skills shortages, housing and transport makes sense.
- + If the devolution proposals go ahead, a Mayor will be elected directly by Cheshire and Warrington residents in May 2026.
- + Elected Mayors provide a regional voice on the national and international stage, helping to secure investment from government in our infrastructure and in training our people, encouraging international investors to create more and better jobs and raising the profile of our £3.9 billion visitor economy.
- + An elected Mayor would chair a new Combined Authority, working alongside local council leaders.
- + Ultimately, devolution will support the Cheshire and Warrington vision to be the healthiest, most sustainable, inclusive and growing economy by 2045.
- + A final decision on devolution will be made by the three councils later this year.

More information on Cheshire and Warrington's devolution journey can be found at:

cheshireandwarringtondevolution.com

Key figures

Almost
1 million
residents

41,000+
businesses

£37.7bn
GVA per year

528,000
jobs

GDP per
capita at
£42.3k

56 million
recorded visits
across Cheshire
and Warrington
in a single year

Productivity
per hour
10% above
UK average

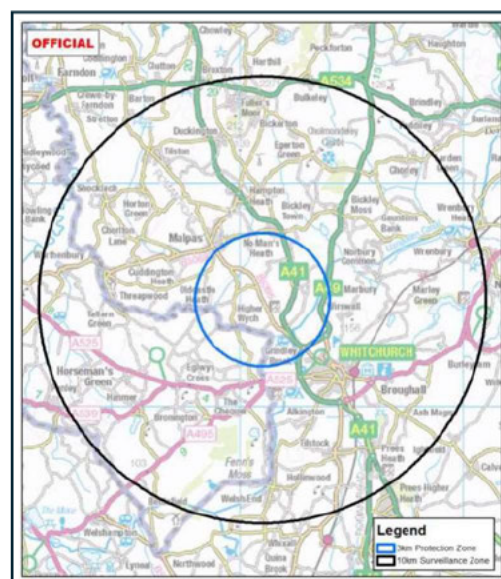
25%
of the North West's
manufacturing output
comes from
Cheshire and Warrington

Important Notice: Avian Influenza (Bird Flu) Case near Agden, Malpas

Attention Resident:

A confirmed case of Avian Influenza has occurred at premises near Malpas. The Government has declared:

3km radius Protection Zone
10km radius Surveillance Zone



The risk to public health from the virus is very low, however it is important that people don't pick up sick or dead birds.

APHA staff will contact known poultry/captive bird owners within the next few days to gather further information. This information will help veterinary staff to assess the risk of avian influenza spread. APHA veterinary staff may need to carry out an inspection of your birds to assess their health.

Please be reassured there is no automatic culling policy for avian influenza outbreaks. Birds will only be culled if Avian Influenza is confirmed in the flock following laboratory testing of samples, or if a veterinary risk assessment indicates a strong likelihood of significant links to an infected premise.

Compulsory registration of poultry and captive birds with APHA has been required since 01/10/2024.

If you keep poultry or captive birds and have not registered, you must do so now by scanning this QR code and completing the online form.



Special Measures

If you have poultry or other birds at your premises, you must adhere to the conditions and movement restrictions within the Protection Zone. Heightened biosecurity measures have been put in place to protect your birds from disease and prevent its spread. All poultry and captive birds must be housed, and licences are required for movements to and from premises in the whole 10km zone. Further information on the current avian influenza restrictions and controls which apply in the area can be found on the government website.

<https://www.gov.uk/government/news/bird-flu-avian-influenza-latest-situation-in-england>

Signs of Avian Influenza

If your birds become ill, consult your vet immediately. Avian Influenza spreads through direct contact or contaminated fluids and faeces. Symptoms in poultry include:

- Swollen head and blue discolouration of the neck and throat
- Loss of appetite and diarrhoea
- Respiratory distress (gaping beak, coughing, sneezing, gurgling, rattling)
- Reduced egg production and increased mortality

By law, if you or your vet suspects that kept birds are showing any signs of disease it must be immediately reported to APHA by telephoning 03000 200 301.

Wild Birds

If the birds are wild, no action is required. However, you can assist by reporting dead wild waterfowl (swans, geese, ducks) or other wild birds (gulls, birds of prey) to the Defra helpline at 03459 335577 or on the Government website <https://www.gov.uk/guidance/report-dead-wild-birds>

From: Clerk at Tarvin Educational Foundation <clerk@tedf.org.uk>
Sent: 03 March 2025 20:25
To: duddonandburtonparishcouncil@gmail.com
Subject: Tarvin Educational Foundation

Dear Trudy

I am writing to make you aware that Tarvin Educational Foundation will this year be suspending its usual grant allocation system.

This is due to the Foundation needing, with the involvement and support of the Parish Councils currently represented and Cheshire West and Chester Council, to undertake a major review and update of its constitution and broader operational arrangements to ensure it is able to fulfil the relevant duties and obligations it has as a Foundation and Charity.

This is likely to be a lengthy and complex exercise with several elements involved including setting up a new Charity and transferring assets such as property and land which are currently unregistered.

For these reasons we, the Trustees feel delaying any grant allocation for the immediate future will provide the time and space required to complete this much needed review.

We will ensure you are kept informed of progress as we know that there will be local residents who in turn will be waiting to hear when applications can once again be made to the Foundation.

Regards

Roger Hones
Clerk (on behalf of Trustees)

From: Sharon Angus-Crawshaw <sharonangus-crawshaw@chalc.org.uk>
Sent: 06 March 2025 12:37
To: Sharon Angus-Crawshaw
Cc: Nikki Roberts
Subject: West Cheshire Town and Parish Conference 2025

You are invited to the West Cheshire Town and Parish Council Conference

Date: Wednesday, 30 April 2025
Venue: Macdonald Portal Hotel, Tarporley
Time: 5:00pm – 7:30pm

Supporting our Communities

This is an opportunity to hear from the Leader of the Council, Cllr Louise Gittins and Chief Executive, Delyth Curtis as well as Terry O'Neill, ChALC's Chair and local council representatives.

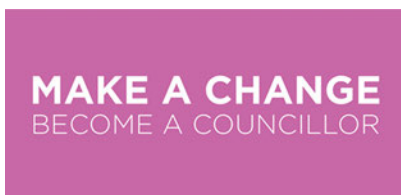
Following the speeches, speakers will form a panel for the Q+A session on the evening's theme.

There will also be an opportunity to talk to Council officers in the marketplace.

Freshly brewed tea and coffee with home baked snacks and fruit will be served between 5 and 6pm.

Please RSVP to Nikki Roberts at nikkiroberts@chalc.org.uk or sharonangus-crawshaw@chalc.org.uk by Friday, 11 April 2025.

Sharon Angus-Crawshaw
Communication and Member Development Officer (Part-time)
Please note I do not work on Wednesdays



Cheshire Association of Local Councils, Park View Business Centre, Combermere, Whitchurch, Shropshire, SY13 4AL Tel: 01948 871314 www.chalc.org.uk

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DUDDON AND BURTON PARISH COUNCIL

Annual Report April 2024 – March 2025

Contact detailsC/O Clerk to the Parish Council ... Trudy Ryall-Harvey

Parish Councillors as at March 2025

Geoffrey Goulbourne (Chair)
Clive Cummins
Anthony Green
Martin Lightfoot
Katie Warburton

Structure, Governance and Management

As per Parish Council (PC) Standing Orders

Governance

1. The Parish Council (PC) employs a Clerk who is also the Responsible Finance Officer.
2. All Parish Councillors identify in advance any pecuniary interests, outside body's involvement and family or personal interests they or their partners might have and sign a declaration of interest form when elected to the Council. In addition, each parish councillor is expected to abide by the Cheshire West and Chester's Code of Conduct and declare any other potential conflicts of interest with their PC duties at the start of each PC meeting.

Objectives

As per Standing Orders but in summary to represent and act to address the interests of the community and its local residents

Main Points of Note in 2024/25

1. The PC has five Parish Councillor seats, and currently five Parish Councillors at the end of the year.
2. The parish of Duddon and Burton has approximately 227 households and 427 elector's.
3. Four Planning applications were considered and no-objections to these consultations placed by the council to Cheshire West and Chester Council.
4. The PC continues to utilise its website to provide access to PC papers and distribute information of potential public interest.

5. The PC was disappointed again with the results of the Wildflowers on corner of Willington Lane and Back Lane and therefore Cheshire West and Chester's Wildflower Team have agreed to restore this area back to grass and plant an area on the Cheshire West and Chester's land off New Road instead.
6. The PC continue to report to CWaC any issues, these include potholes and footpaths requiring cleaning amongst other issues.
7. The PC applied for and was awarded it's bronze award from the National Association of Local Councils, achieving this award necessitates the council demonstrating that it possesses the necessary documentation and information to operate lawfully and in accordance with established practices. Furthermore, the council has policies in place for training its councillors and officers, laying the groundwork for future improvement and development initiatives.

Financial Performance

The Parish Council's Budget for 2024-25 was set at £11,762 with a Precept for the year of £8,825 which was an increase of 5%, increasing the funding from CWaC and thus indirectly from residents.

For 2024-25, the PC operating costs and projects have mostly in-line with the budget with a slight saving due to some village maintenance that the Parish Council delayed and hope to undertake in April-May 2025.

The Precept for 2025-26 has been set at £9,220 which is a 5% increase on the previous year.

Council Attendance 2024-25

Duddon and Burton Parish Council held 6 Parish Council meetings between May 2024 and April 2025.

An average of 4 out of 5 Parish Councillors attended each council meeting.

CW&C Councillor Tom Cooper attended four of the Council meetings having sent his apologies for the May, November meetings.

CWaC Councillor Edward Lush attended no meeting of the Parish Council for the period May 2024 – April 2025.

The PCSO attended no Parish Council meetings for the period May 2024 – April 2025.

Over the year Public Participation at the Parish Council meetings has ranged from zero to 3 members of the public. In November three residents attended and raised concerns, under the Public Participation about the condition of the play area of New Road, the Parish Council confirmed that it paid for External Annual Playground Inspections and had undertaken some painting of equipment following the recommendations of the Inspection Report. The residents undertook to explore improving or replacing the equipment and funding streams available for this work and bring back recommendations to a future Parish Council meeting.

The Parish Council always welcome members of the public to attend the Parish Council meeting and there is a maximum of 20 minutes set aside on the agenda for Public Participation at each meeting.

The Chair wishes to pass on his thanks to all of the Parish Councillors who give their time and energy free of charge to assist in Parish Council matters.

This report is signed and dated following a meeting of the Parish Council where the report was approved by all present.

Signed on behalf of the Parish Council

Geoffrey Goulbourne (Chair)

DUDDON AND BURTON PARISH COUNCIL - ASSET REGISTER to 31st MARCH 2025

ITEM	BOOK VALUE	INS VALUE
Noticeboard	£501.41	£501.41
Safety Surfacing	£18,731.55	£18,731.55
Play Equipment	£19,197.90	£19,197.90
New Play Equipment/Benches (2109)	£14,130.00	£14,130.00
Litter Bins	£627.03	£627.03
Fencing	£3,137.32	£3,137.32
New Goal Posts	£285.00	£285.00
Office Equipment	£674.70	£674.70
Total	<u>£57,284.91</u>	<u>£57,284.91</u>

Approved: 24th March 2025
Next Review Date: March 2026

DUDDON AND BURTON PARISH COUNCIL

GENERAL RISK ASSESSMENT

No	ITEM	HAZARD	THOSE IN DANGER	SEVERITY 1-10	LIKELIHOOD 1-10	RISK RATE	MEASURES/COMMENTS	RESULTS
PARISH COUNCIL ASSETS								
1.	Recreational Area Play Equipment– Duddon Close	Play Equipment Vandalism Cost of Replacement	Injury to people using Play Equipment	10	2	20	Weekly Visual Inspection of Play Area by Councillor. Annual inspection carried out by A Morrey (ROSPA Trained Inspector) Insurance including Public Liability.	A
2.	Recreational Area – Safety Surfacing – Duddon Close	Vandalism Cost of Replacement	Injury of people using area	8	2	16	Weekly Visual Inspection of Play Area by Councillor. Annual inspection carried out by A Morrey (ROSPA Trained Inspector) Insurance including Public Liability.	A
3.	Recreational Area – Goal Posts – Duddon Close	Vandalism Cost of Replacement	Injury of people using equipment	8	2	16	Weekly Visual Inspection of Play Area by Councillor. Annual inspection carried out by A Morrey (ROSPA Trained Inspector) Insurance including Public Liability.	A
4.	Gates and Fencing around Recreational Area – Duddon Close	Vandalism Repair Costs Cost of Replacement	Pedestrians	4	2	6	Repair Costs – include in Annual Budget Insurance including Public Liability.	T

5.	Noticeboard on Willington Road	Vandalism Cost of Replacement	Pedestrians	4	1	4	Insurance including Public Liability Make contingency provision in Parish Council Reserves for replacement.	T
6.	Laptop	Cost of Replacement Repair Cost Accidental Damage	Clerk	2	2	4	Insurance including Public Liability Make contingency provision in Parish Councils reservices for replacement.	T
PARISH COUNCIL GENERAL								
7.	Failure to attract sufficient candidates for Member Vacancies or elections	Reduce representation of neighbourhoods. Lack of resource. Possible meeting inquorate	Members	1	1	2	Actively publicise Council. Seek candidates amongst friends and colleagues. Publicise elections & vacancies on noticeboards and PC Website.	A
8.	Failure to achieve quorum at meetings	Business not transacted. Decisions not made.	Members Clerk	1	1	2	Issue members agenda promptly and seek confirmation or quorum before meeting date.	T
9.	Lack of public consultation by Parish Council	Decisions not based on evidence People disenfranchised	Members	1	1	1	Ensure meetings are published on noticeboards and website. Include Public Participation on all Agendas Ensure seating available at meeting for public Publish Agenda and minutes on website.	T
10.	Failure to respond to electors wishing to exercise right of inspection	Complaints received Not transparent Non-compliance	Clerk	1	1	1	Clerk to advertise exercise of rights for inspection on website and noticeboard and respond to requests.	A
11.	Members acting alone outside meetings	Members outside compliance Indemnities invalid Personal Risk	Members	2	1	2	Obtain and read 'Good Councillors Guide' for any new Parish Councillors. Avoid making commitments on behalf of the parish council. Attend relevant training course.	A

12.	Council decisions not implemented	Confidence undermined Reputation risk arises Possible losses	Clerk	2	2	4	Clerk to publish minutes once approved by Parish Council on the Parish Council website.	A
13.	Inaccurate, untimely, improper minutes.	Poor decisions in future. Poor evidence for decisions	Clerk	1	2	2	Clerk to check minutes with Councillors not more than 14 days after meeting. Minutes published <i>Unapproved</i> .	A
14.	Inadequate document control	Poor evidence Poor support to Members	Clerk	1	1	1	Clerk to establish filing system.	A
15.	Failure to recognise and address conflict of interest	Lack of transparency Open to complaints of fairness or bias	Members	1	3	3	Members to review Standard and Code of Conduct.	A
16.	Incomplete/inaccurate register of Members' Interests	Lack of Transparency Open to complaints of fairness or bias	Members	1	2	2	Members to review Standard and Code of Conduct	A
17.	Failure to complete/submit Annual AGAR return on time.	Poor Auditors Report Public Confidence suffers	Clerk	1	5	5	Clerk to maintain diary and report to Parish Council meeting in May – September process	A
18.	Loss of data on PC due to system failure	Interruption to effective administration Possible financial loss	Clerk	1	3	3	External hard-drive backup quarterly.	A
19.	Loss of services of Parish Clerk	Interruption to effective administration	Members Clerk	3	3	6	Option 1: - Internal Councillors trained to undertake wide range of financial and administration tasks. Option 2: Seek a temporary clerk to cover role from surrounding Parish Councils	A
20.	Lack of professional advice	Poor decisions	Clerk	2	2	4	Maintain membership of CHALC & SLCC	A
21.	Failure to correctly identify local needs or wishes	Council does not represent the people. Resources not applied.	Members	1	3	3	Maintain close contact with local residents.	A

									Advertise Parish Meetings to obtain residents feedback.	
22.	Financial	Misappropriation of Council Funds Financial Loss	Public Service	1	2	2			All banking arrangements and changes to banking services approved by the council and recorded in the minutes. Pay invoices by cheque/bank transfer. Two councillors to sign each cheque and cheque bank stub. Internet banking Clerk to set payment up and one councillor to authorise payment. Quarterly reconciliation of Parish Council Accounts to be brought to Parish Council meeting for Councillors review. Annual scrutiny of all Financial Records by Internal Auditor. If an External Audit it required then Auditor to be provided with Clerk and Chairman's contact details.	A
23.	Income	Unable to fulfil responsibilities	Public Service	1	1	1			Ensure Parish Council understands and complies with current VAT legislation.	A
24.	Accidental damage to fixed assets	Costs of repair Loss of service until repaired	Clerk	2	1	2			Maintain insurance Playground inspection regime established.	A
25.	Vandalism to fixed assets	Costs of repair Loss of service until repaired	Clerk	3	1	3			Maintain inspection regime. Maintain insurance. Liaise with PCSO/Police.	A
26.	Loss to third party	Possible litigation Costs/damages	Clerk	1	2	2			Review Health & Safety Ensure adequate insurance Check contractors' insurance	A
27.	Inadequate insurance	Balance of costs to be found	Clerk	1	4	4			Council to review annually or if circumstances change.	A

28.	Failure to calculate/submit precept on time	Inadequate resources to meet commitments. Costs of re-billing	Clerk	1	3	3	Clerk to respond to Cheshire West and Chester Council notices. Agenda item for member to consider and approve for January's meeting.	A
29.	Inadequate annual precept and unsound budget	Inadequate resources to meet commitments	Members	1	4	4	Clerk and members to build sound budget, using risk register and known commitments. Members to consider Reserves Policy.	A
30.	Failure to account for and recover VAT	Wasted Resources	Clerk	1	3	3	Clerk to review. Internal Auditor to check	A
31.	Failure to stay within agreed budgets	Inadequate control. Potential wasted resources	Members Clerk	1	2	2	Clerk to review Internal Auditor to Check Reserves Policy to mitigate short-term impact of loss.	A
32.	Holding excessive or inadequate reserves	Auditors report. Poor use of resources. Inability to meet commitments	Members	2	3	6	Clerk to review as part of budgeting. Reserves Policy to set percentage of precept. Council to review size of Reserves.	A
33.	Fraud by Clerk	Reputation Cost & Litigation	Clerk	1	3	3	Adequate internal audit. Regular reporting to Parish Councillor. Control systems for managing expenditure.	A
34.	Fraud by Members	Reputation Cost & Litigation	Members Clerk	1	3	3	Adequate internal audit. Regular reporting to Parish Councillor. Control systems for managing expenditure.	A
35.	Inadequate awareness of relevant legislation	Failure to comply	Members Clerk	2	3	6	Maintain membership of CHALC & SLCC. Clerk to attend appropriate training throughout the year.	A

36.	Failure to comply with relevant legislation	Litigation Costs Reputation damage	Members Clerk	2	3	6	Maintain membership of CHALC & SLCC. Clerk to maintain training. Liaise with internal and external auditors as appropriate.	A
37.	Failure to maintain fixed assets register	Improper control Poor auditor's report	Clerk	1	2	2	Council to review annually. Internal auditor to review annually.	A
38.	Improper financial records	Potential for wasted resources. Councillors unable to make sound financial decisions at meetings.	Clerk	1	2	2	Parish Councillors to be provided with updated financial records at each parish council meeting. Internal auditor to review	A
39.	HRMC requirements not met	Costs Litigation	Clerk	1	2	2	Clerk to liaise as necessary. Parish Council to employ payroll company.	A
40.	Failure to comply with deadlines for accounts and returns.	Poor auditor's report Cost Reduction in confidence	Clerk	1	2	2	Clerk to liaise with internal and external auditor or in the absence of the Clerk the Chairman to make contact.	A
41	Non-compliance with data protection	Litigation Poor reputation	Members Clerk	1	3	3	Clerk to monitor	A

Results Key – T = Trivial Risk, A = Adequately Controlled Risk, N = Not Adequately Controlled, U – Unable to decide (*more information required*)

RISK ASSESSMENT CARRIED OUT BY:

DATE:

SIGNATURE

RISK ASSESSMENT VALIDATED BY: MEMBERS OF DUDDON AND BURTON PARISH COUNCIL DATE: