

**Minutes of Duddon and Burton Parish Council Meeting
at Duddon, Clotton & District Memorial Hall on Monday 24th March 2025 at 7.00pm**

PRESENT:

Cllr C Cummins
Cllr G Goulbourne - Chairman
Cllr A Green
Cllr M Lightfoot
Cllr K Warburton

Members of the Public: 1
CLERK: Mrs T Ryall-Harvey

APOLOGIES FOR ABSENCE – No apologies were received.

DECLARATION OF PECUNIARY INTERESTS - No declarations were received.

PUBLIC PARTICIPATION

The Village Hall representative reported that remote heating had been installed, also the bookings clerk had resigned. Not heard anything about the application for solar panel funding from Shell. Two allotments are available from end of the month.

MINUTES OF THE MEETING

RESOLVED 24/039: That the minutes of the meeting held on 27th January 2025 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 12th March 2025.

It was noted that the following planning applications had been determined by the principle authority since the last meeting.

- 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 – **approved.**

It was reported that the following planning application had been received since the last meeting:-

- 25/00875/CAT - Laburnum Cottage Burton Road Burton Chester CW6 0ER - Walnut (T1) - Remove. Hawthorn (T2) and Magnolia (T3) - Crown reduce by 1m – the Parish Council had no objection but would like to see a native tree replaced within the curtilage of the property for every tree that is removed.

ACCOUNTS

Cashbook

RESOLVED 24/040: that the YTD Cashbook dated 12th March 2025 be approved and the Outturn against Budget be noted.

Bank Reconciliation

RESOLVED 24/041: that Cllr Lightfoot signs the Bank Reconciliation and Bank Statements.

Appointment of Internal Auditor

RESOLVED 24/042: that Mr P Sanders be appointed as Internal Auditor for Duddon and Burton Parish Council for 2024-25.

VAT Rebate

RESOLVED 24/043: that the Clerk submit the VAT Rebate claim for 2024-25 of £204.13

Payroll Provider

RESOLVED 24/044: that the Parish Council appoint Shires Accountancy as Payroll Provider for 2025-26. It was noted that the payroll fees for tax year 2025-26 were:-

Service	Cost
Payroll charges*	£10.00 plus VAT per staff member per month
Full Service (PAYE payments) **	Not applicable
Pension submissions	Not applicable
Pension delegate	Not applicable
P35	£34.00 plus VAT per year

Authorisation of Payments

RESOLVED 24/045: that the following income and expenses be approved:-

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	Gross Amount	Comment
19/02/2025	Bank Charges	-£8.50	-£8.50	Bank Charges
19/03/2025	Bank Charges	-£8.50	-£8.50	Bank Charges
25/02/2025	Mrs T Ryall-Harvey	-£278.38	-£278.38	Salary Tax Month 11
28/02/2025	HMRC PAYE	-£69.60	-£69.60	Tax Month 11
12/03/2025	Duddon, Clotton & District War Memorial Hall	-£90.00	-£90.00	Hall Hire for 2024-25
12/03/2025	Mrs T Ryall-Harvey	-£27.87	-£27.87	Clerk's Expenses
28/03/2025	HMRC PAYE	-£69.60	-£69.60	Tax Month 12
25/03/2025	Mrs T Ryall-Harvey	-£278.38	-£278.38	Salary Tax Month 12

CORRESPONDENCE

CWaC Avian Influenzas Notification – this was circulated around the Parish Councillors and noted.

Cheshire and Warrington Devolution Factsheet- this was circulated around the Parish Councillors and noted.

Cheshire and Warrington Devolution Consultation- this was circulated around the Parish Councillors and it was agreed that at this time there was not sufficient information for the Parish Council to submit a response to this consultation.

Tarvin Educational Foundation – the notification that the Tarvin Educational Foundation Grants had been suspended due to the Foundation needing to undertake a review and update of it's constitution and

operational arrangements was noted. Parish Councillors commented that they were not aware of this local foundation and the Clerk agreed to contact the organisation and double check if the villages of Duddon and Burton were covered.

West Cheshire Town and Parish Council Conference - it was noted that this event was taking place on Wednesday 30th April at the Portal Hotel, Tarporley between 5pm and 7.30pm and Parish Councillors were asked if they wished to attend.

Parking on Back Lane – it was reported that the Clerk had received an email from a resident in relation to parking on verges on Back Lane causing the corrosion of the grass and ruining the daffodils. The clerk had contact Cheshire West to see what their stance was on installing stakes on the damaged areas to discourage parking.

Speed Reduction on Tarporley Road, Duddon- it was reported that the Clerk had received information from a resident in relation to the MP's campaign for all school roads in her constituency to be reduced to 20mph, and this had now been backed by Cheshire West and Chester Council. The resident believed that the PCC had also provided extra funding for PCSOs for speeding, and hoped that this resource would ensure better traffic enforcement in our village. The Parish Council welcomed this information and looked forward to seeing the 20mph rolled out.

PARISH COUNCIL MATTERS

Asset Register

RESOLVED 24/046 to approve the Asset Register for 2025.

Risk Assessment

RESOLVED 24/047 to approve the Risk Assessment as circulated with the Parish Council papers for 2025.

Annual Report – it was **RESOLVED 24/048** to approve for presenting the Annual Report for 2024-25 that was presented at the meeting.

Standing Orders - it was **RESOLVED 24/049** to adopt the updated Standing Orders presented to the meeting.

DATE OF NEXT MEETING

The next meeting of Duddon and Burton Parish Council would be held on Monday 26th May 2025 at 7.00pm in the Duddon Clotton and District Memorial Hall.

Meeting finished: 19.23

Signed:..... Dated:



19-5-25