

**Minutes of Duddon and Burton Parish Council Meeting
at Duddon, Clotton & District Memorial Hall on Monday 19th May 2025 at 7.00pm**

PRESENT:

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

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

ELECTION OF CHAIR AND VICE-CHAIR FOR 2024-25

RESOLVED 25/001 – that Geoff Goulbourne be elected as Chair for 2025-26, proposed by Cllr Green, seconded by Cllr Warburton and unanimously agreed.

RESOLVED 25/002 – that Katie Warburton be elected as Vice-Chair for 2025-26, proposed by Cllr Green seconded by Cllr Cummins and unanimously agreed.

APOLOGIES FOR ABSENCE – No apologies were received.

DECLARATION OF PECUNIARY INTERESTS - No declarations were received.

PUBLIC PARTICIPATION

A resident raised concerns about a potential illegal tipping site in Duddon and confirmed they had logged a report with the Environment Agency. Today an Environment Officer had undertaken a site visit and sent a drone up over the field in question and confirmed that it was illegal tipping and the Environment Agency were going to start an investigation. The Environment officer has asked for witness statements and photographic evidence to be submitted to him to assist with his case. The resident reported witnessing three different companies attending the site, and upon 15 loads a day being delivered, this had been going on for three to four months. The resident witnessed via the drone footage that two ponds had been filled in and covered over with soil.

A resident reported that the village hall had received documentation from Shell in relation to a potential donation from Shell for the installation of solar panels on the village hall. This had now been reviewed and information provided back to Shell to progress this.

The resident also reported that he was contacting local electricians about improving the lights in the village hall as they were out of date and the village hall committee were looking to improve and install LED lighting. The resident also reported that they were looking to fit a plastic sheet on the walls of the village hall to protect them from marks from chairs.

It was also reported that the Village Hall Committee had now been successful in working with a volunteer to take the role of bookings clerk and also a further resident had volunteered to sit on the village hall committee.

MINUTES OF THE MEETING

RESOLVED 25/003: That the minutes of the meeting held on 24th March 2025 be confirmed as a correct record and signed by the Chairman.



PARISH COUNCIL BUSINESS

Policies

The Clerk reported that updated policies for Privacy, Data Protection, Publication Scheme and Training, these had been circulated prior to the meeting and it was **RESOLVED 25/004** unanimously to adopt these revised policies.

The Clerk also reported that NALC had issued updated Procedures for Complaints, Disciplinary and Grievance and it was agreed to circulate these around prior to the next meeting for review and adoption.

RESOLVED 25/005: that all the other policies & procedures be adopted and reviewed again in May 2026.

ACTION: Clerk to circulate amended procedures.

Payments throughout the year

RESOLVED 25/006: to approve the payments in between meetings throughout the year for 2025-26 against the following budget headings and in-line with the budgets allocated: -

- | | |
|--|------------------------------|
| ▪ Staff Costs | ▪ Expenses |
| ▪ Bank Charges | ▪ Training |
| ▪ Membership & Subscriptions | ▪ Payroll |
| ▪ Churchyard Grant | ▪ Internal & External Audits |
| ▪ Other Grants | ▪ Insurance |
| ▪ Village Enhancement Projects | ▪ Website Subscriptions |
| ▪ Village Maintenance | ▪ Subscriptions |
| ▪ Community Events | ▪ Village Hall & Room Hire |
| ▪ Playground Annual Inspection & Maint | ▪ Maintenance of Assets |

Direct Debit Payments

RESOLVED 25/007: to continue to pay the ICO subscription via direct debit to take advantage of the reduction in fees. This is the Parish Council's only direct debit payment for 2025-26.

Dates for meeting for 2025-26

It was **RESOLVED 25/008:** that the dates for future meetings would be:-

Monday 21st July at 7.00pm

Monday 22nd September at 7.00pm

Monday 24th November at 7.00pm

Monday 26th January 2026 at 7.00pm

Monday 23rd March 2026 at 7.00pm (Parish Meeting)

Monday 25th May 2026 at 7pm (Annual Meeting)

ANNUAL ACCOUNTS AND GOVERNANCE 2025-26

The Clerk provided the meeting with information with regards to the finances for 2024-25.

Summary Pack – the Parish Council received and noted the end of year financial summary pack.

Certificate of Exemption – **RESOLVED 25/009:** That the Council wish to certify themselves as exempt from a limited assurance review, certifying that during the financial year 2024-25, the higher of the authority's total gross income or the year or total gross annual expenditure, for the year did not exceed £25,000.

Annual Internal Audit Report – it was noted at the meeting the Annual Internal Audit Report that was completed by the Internal Auditor.

Annual Governance Statement

RESOLVED 25/010: was reviewed, completed and approved by the meeting and signed by the Chairman and Clerk.

Accounting Statement

RESOLVED 25/011: was reviewed and approved by the Parish Council and signed by the Responsible Financial Officer and Chairman of the meeting.

Notice of Public Rights and Publication of Annual Governance & Accountability Return

RESOLVED 25/012: that the Council accept the signing of the Notice of Public Rights and Publication of Annual Governance & Accountability Return and agreed to the publication period be from 3rd June to 14th July 2025.

PLANNING APPLICATIONS

The council noted the Planning Register as circulated at the meeting, dated 7th May 2025.

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

- 24/00825/LDC - Honeysuckle Farmhouse, Burton Road Bruen, Stapleford Chester CW6 0ES – The application seeks lawful confirmation that the change of use of Honeysuckle Farmhouse from residential to a holiday let is lawful – The Parish Council had no objection to this consultation.

ACCOUNTS

Cashbook

RESOLVED 25/013: that the YTD Cashbook dated 5th May 2025 be approved and the Outturn against Budget be noted.

Bank Reconciliation

RESOLVED 25/014: that Cllr Lightfoot signs the Bank Reconciliation and Bank Statements.

Internal Audit Report & Recommendations

The Parish Councillors received the report from the Internal Auditor and consider his recommendations as follows:-

Audit is now complete with no major issues to highlight. Just a few minor housekeeping items to note please.

Include Audit

1. Unbeknown to both of us the balance of the Skipton Account was wrongly stated as £10,000cr as at 31 March 2024. It should have read £10,021.65cr - a small amount of interest was obviously credited just before the year end.

No advice was received from Skipton, thus the reason for the Interest not being included at year end. As a result there is a discrepancy of £21 showing on the AGAR p6 between the year end figure for 23/24 and the starting year balance for 24/25. Please amend the AGAR as detailed. The Variations Spreadsheet also requires amendment as noted. – ***Clerk confirmed she had made the necessary changes.***

2. Please ensure that all VAT is reclaimed when possible. A small amount was omitted from a Clerks' Expenses Claim (for paper). No need for any amendments. – ***This was noted.***

3. If possible, please change the Clerk's e-mail address to link in with the Web Site address. This will be more secure and look more professional. – ***The Parish Council asked the Clerk to explore this.***

4. I note that you are paying Bank Charges to Lloyds Bank - £100+ per annum at current rates. I suggest that you seek amended (Free) terms or consider alternative banking arrangements. I do not know of any other Bank that charges Parish Councils in this way. – ***The Clerk confirmed she had contacted CHALC to ask for a bank recommendation, the only banks that they recommended had charges of £6 + per month therefore it was agreed to remain with current bank and review again next year.***

Insurance Renewal

Clerk confirmed that the Parish Council's insurance was due for renewal on 1st June and had sought three quotes. Quotes received in and discussed at the meeting and it was unanimously **RESOLVED 25/015** to take insurance out with Zurich.

Authorisation of Payments

RESOLVED 25/016: that the following income and expenses be approved:-

Income received since the last meeting for noting:				Gross Amount	Comment
09/04/2025	Lloyds Bank			£7.86	Bank Interest
08/05/2025	Lloyds Bank			£6.56	Bank Interest
27/03/2025	Skiptons			£23.40	Compound Interest
27/04/2025	Skiptons			£25.18	Compound Interest
07/04/2025	Cheshire West and Chester Council			£9,220.00	Annual Precept Payment
07/04/2025	HMRC VTR			£204.13	VAT Rebate
19/03/2024	Cheshire West and Chester Council			£651.56	Churchyard Grant Application for 2025
Payments made since the last meeting for approval					
Date	Payable to	Net Amount	VAT	Gross Amount	Comment
19/04/2025	Bank Charges	-£8.50	£0.00	-£8.50	Bank Charges
25/04/2025	Mrs T Ryall-Harvey	-£278.38	£0.00	-£278.38	Clerk's Salary Tax Month 1
28/04/2025	HMRC PAYE	-£69.40	£0.00	-£69.40	Tax Month 1
15/04/2025	Tarvin Parochial Church	-£651.56	£0.00	-£651.56	Churchyard Grant
15/04/2025	National Association of Local Councils	-£50.00	£10.00	-£60.00	Accreditation Fees
01/05/2025	Duddon Primary School	-£500.00	£0.00	-£500.00	Grant towards Anniversary Celebrations
01/05/2025	PQR Limited	-£60.00	£12.00	-£72.00	Payroll Services for April - Sept
16/05/2025	ICO DD	-£47.00	£0.00	-£47.00	Data Protection Subscription
Payments not yet made for approval					
Payable to		Net Amount	VAT	Gross Amount	Comment
HMRC PAYE		-£69.60	0	-£69.60	Tax Month 2
CHALC		-£167.31	0	-£167.31	Affiliation Fees 2025-26
Phil Sanders		-£57.00	0	-£57.00	Internal Audit
Mid-Cheshire Society		-£8.00	0	-£8.00	Subscription for 2025-26
Mrs T Ryall-Harvey		-£278.38	£0.00	-£278.38	Clerk's Salary Tax Month 2
Mrs T Ryall-Harvey		-£62.47	-£1.52	-£63.99	Clerk's Expenses
Zurich Town and Parish Council Insurance		-£500.00	£0.00	-£500.00	Annual Parish Council Insurance

ENVIRONMENT

Playground

It was reported that a group of residents had contacted the Parish Council with the proposal to replace the fencing around the Play Area. The Clerk confirmed she had sought additional information/clarification on this, including the name of the company who was going to install the replacement fence and who was going to accept liability/maintenance of the replacement fence moving forward. It was noted that at the time of the Parish Council meeting no response had been received from the residents, therefore this would be brought to a future meeting.

It was **RESOLVED 25/017**: to request Northwich Town Council to paint the swings in the play area as per budget.

Gutters Around Duddon

Following last year when the Parish Council received a number of complaints relating to the weeds growing in the gutters around Duddon, the clerk reported she had received a quote of £400 to weed killer and proposed to trail this. The Clerk reported that CWaC have scheduled to undertake spraying of weeds in June & September and therefore the clerk proposed to request further weed killer in early July.

It was **RESOLVED 25/018**: to request the third party company undertake an additional weed killer in early July as per the quote.

CORRESPONDENCE

Nothing raised.

DATE OF NEXT MEETING

The next meeting of Duddon and Burton Parish Council would be held on Monday 21st July 2025 at 7.00pm in the Duddon Clotton and District Memorial Hall.

Meeting finished: 19.42

Signed:.....



..... Dated: 18-06-25