

**Minutes of Duddon and Burton Parish Council Meeting held on Monday 22nd September 2025
at Duddon, Clotton and District War Memorial Hall at 7.00pm**

PRESENT:

Cllr C Cummins

Cllr G Goulbourne - Chair

Cllr A Green

Cllr M Lightfoot

Cllr K Warburton

Members of the Public: 0

CLERK: Mrs T Ryall-Harvey

APOLOGIES FOR ABSENCE – No apologies were received.

DECLARATION OF PECUNIARY INTERESTS - No declarations were received.

PUBLIC PARTICIPATION – nothing was raised under Public Participation.

MINUTES OF THE MEETING

RESOLVED 25/025: That the minutes of the meeting held on 18th June 2025 be confirmed as a correct record and signed by the Chairman.

PARISH COUNCIL BUSINESS

Action Plan - the 2025-26 Action Plan was reviewed, and it was agreed that this should role forward to create the 2026-27 Action Plan with the following amendments:-

Add – Clerk to obtain quote to weed killer and gutter sweep the roads around Duddon for 2026-27

Remove – maintenance of Wildflowers in corner of Back Lane and Willington Road.

Loal Pay Rise for 2025-26 - **RESOLVED 25/026:** that the Clerk be awarded and the proposed National Salary Award Scheme pay increase for 1st April 2025 and this be back dated.

Parish Council Meeting – it was noted that the Annual Meeting of the Parish Council had originally been scheduled for 25th May 2026, however it was noted that this was a bank holiday and therefore it was proposed and unanimously agreed to move the meeting to 18th May 2026.

Policies

The Clerk reported that updated Standing Orders had been received from NALC and circulated prior to the meeting and also an Information Technology Policy had been drafted in-line with current recommendations. It was **RESOLVED 25/027** unanimously to adopt these policies with immediate effect.

PLANNING

The council noted the Planning Register as circulated at the meeting, dated 16th September 2025.

It was reported that the following planning application had been received since the last meeting:-
25/02077/FUL – The Willows, 4 Duddon Hall Barns, Tarporley Road, Duddon CW6 0HZ – Single Storey front extension and porch – the Parish Council had **no objections** to this consultation

It was noted that the following planning applications had received a determination 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 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 facility (retrospective) **approved.**

The Clerk also reported that she had received notification that planning enforcement reference 24/00017/EMCOU regarding Burton Farm had now been closed do the retrospective planning application receiving approval.

ACCOUNTS

Cashbook

RESOLVED 25/028: that the YTD Cashbook dated 15th September 2025 be approved and the Outturn against Budget be noted.

Bank Reconciliation

RESOLVED 25/029: that Cllr Green signs the Bank Reconciliation and Bank Statements.

Authorisation of Payments

RESOLVED 25/030: that the following income and expenses be approved:-

Income received since the last meeting for noting:				Gross Amount	Comment
11/08/2025	Interest (Gross)			£6.07	Bank Interest
09/07/2025	Interest (Gross)			£5.52	Bank Interest
09/09/2025	Interest (Gross)			£5.31	Bank Interest
27/06/2025	Int Compound			£23.99	Skiptons Interest
27/07/2025	Int Compound			£22.48	Skiptons Interest
27/08/2025	Int Compound			£23.28	Skiptons Interest
Payments made since the last meeting for approval					
Date	Payable to	Net Amount	VAT	Gross Amount	Comment
16/07/2025	Bank Charges	£8.50	£0.00	£8.50	Bank Charges
17/06/2025	Bank Charges	£8.50	£0.00	£8.50	Bank Charges
19/08/2025	Bank Charges	£8.50	£0.00	£8.50	Bank Charges
19/09/2025	Bank Charges	£8.50	£0.00	£8.50	Bank Charges
09/07/2025	P J Hellmer Ltd	£400.00	£80.00	£480.00	Village Maintenance
25/06/2025	Mrs T Ryall-Harvey	£278.38	£0.00	£278.38	Clerk's Salary Tax Month 3
25/07/2028	Mrs T Ryall-Harvey	£278.38	£0.00	£278.38	Clerk's Salary Tax Month 4
26/08/2025	Mrs T Ryall-Harvey	£278.38	£0.00	£278.38	Clerk's Salary Tax Month 5
25/09/2025	Mrs T Ryall-Harvey	£331.82	£0.00	£331.82	Clerk's Salary Tax Month 6
29/08/2025	Northwich Town Council	£245.00	£49.00	£294.00	Replace Timber Posts
10/09/2025	Northwich Town Council	£440.00	£88.00	£528.00	Painting Swings in Play Area
10/09/2025	Linux Internet	£71.86	£14.38	£86.24	Cloud Hosting and Domain Registration
29/09/2025	HMRC	£222.20	£0.00	£222.20	PAYE for Q2
Payments not yet made for approval					
Payable to		Net Amount	VAT	Gross Amount	Comment
Mrs T Ryall-Harvey		£102.64	£10.63	£113.27	Clerk's Expenses

ENVIRONMENT

Playground - It was reported that not further communications from the residents wishing to replace the fencing around the Play Area had been received. It was noted that the Parish Council had funded the repair of the current fence.

Gutters around Duddon - It was reported that the weeds had been sprayed in the gutters around Duddon as discussed and agreed at the previous meeting. Parish Councillors felt that this had been successful, but would like the gutters to be cleared. The Councillors asked the Clerk to cost to have the road gutters swept next year for consideration.

CORRESPONDENCE

Aphra Brandreth Surgery – 19th August – it was noted that a surgery had been held in the Duddon, Clotton & District Village Hall by Aphra Brandreth but this had not been well advertised. Following this the clerk had written to Aphra's Office and they had confirmed that the surgery had been advertised on social media and when constituents get in touch they are informed of the surgery location prior to their meeting. They do not advertise any location due to security risks as a Member of Parliament and this is Parliamentary Protocol.

Cllr Lush's response to the CWaC Devolution proposal – this was circulated prior to the meeting and noted.

Connections Locality Meeting – Wednesday 15th October at 4.00pm – the clerk asked if any Parish Councillors wished to attend.

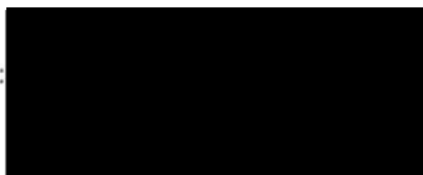
ChALC Annual Meeting, Wednesday 22nd October 2025 at Eaton Estate, Eaton Park, Ecclestone, Handbridge, CH4 9ET – the clerk asked if any Parish Councillors wished to attend.

DATE OF NEXT MEETING

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

Meeting finished: 19.43

Signed:



Dated: 24-11-25