

Doddington and District Parish Council

19th May 2025

Commenced: 7.30 pm

Terminated: 8.55 PM

**Present: Councillors Councillor Taylor (Chair)
Councillors Brewin, Cartwright, Clowes, Moore and Wilson**

1. APPOINTMENT OF CHAIR

RESOLVED

That Councillor Taylor be appointed as Chair of Doddington and District Parish Council Business for the 2025/2026 Municipal Year.

2. APPOINTMENT OF DEPUTY CHAIR

RESOLVED

That Councillor Moore be appointed as Chair of Doddington and District Parish Council Business for the 2025/2026 Municipal Year.

3. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Frodsham.

4. DECLARATIONS OF INTEREST

To receive any declarations of interest from Members of the Parish Council.

5. MINUTES

The Minutes of the proceedings of the Meeting of the Parish Council held on 17th March 2025 were approved as a correct record and signed by the Chair.

6. PUBLIC FORUM

To receive any questions from Members of the Public.

7. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURNS 2024-2025

Members noted that the figures in boxes 7 and 8 were restated from £11,123.00 to £13,975.00.

This was due to the new Parish Clerk being unable to obtain evidence to support the previous balances particularly as the bank statement aligned to the figure of £13,975.00.

RESOLVED

That the following documents, as circulated with the Agenda, be approved:-

- (i) AGAR Statement of Exemption 2024-2025**
- (ii) Section 1 - Annual Governance Statement 2024-2025**
- (iii) Section 2 – Accounting Statements 2024/25**

That the following documents, as circulated with the Agenda, be received:-

- (iv) Annual Internal Audit Report 2024-2025**
- (v) Detailed Internal Audit Report 2023-2024**

8. GOVERNANCE 2025-2026

RESOLVED

That the following Governance documents, as circulated with the Agenda, be approved:-

- (i) Standing Orders 2025-2026**
- (ii) Financial Regulations 2025-2026**
- (iii) GDPR Policy 2025-2026**
- (iv) Publication Scheme 2025-2026**
- (v) Retention of Documents Policy 2025-2026**
- (vi) Code of Conduct 2025-2026**
- (vii) Risk Assessment 2025-2026**

9. REPORT FROM WARD COUNCILLOR

Councillor Clowes reported on the following matters:

- Tree inspection – two of the trees were much taller than the others and were being affected by the wind. Ash Humber had inspected and had identified several issues (all due to incorrect preparation by Cheshire East Council's contractor), that would jeopardise the successful growth of the trees. Ash Humber had submitted a quote for the works in the sum of £660.00 including VAT for re-planting the trees.

RESOLVED

That the quote in the sum of £660.00 including VAT from Ash Humber Tree Surgeon be approved, and the Clerk contacts Ash Humber to undertake the work.

- Previous bollard installation concerns were now resolved.
- Cheshire East Council had been served with a Best Value Notice from the Government.
- Cheshire East Council, Cheshire West and Chester Council and Warrington Borough Council were progressing fast towards obtaining a devolution deal. There was a possibility that the government might wish to slow this down.
- There was currently a consultation on a Draft Supplementary Planning Document (SPD) which sought to help identify and give appropriate protections to the Borough's non-designated heritage assets by providing further guidance on how our Local List would be prepared and maintained. Members considered that the Boars Head; Bridgemere Farm; and the cottages on Dingle Lane should be included. The deadline for submission was 11th June 2025.

10. TREE INSPECTION

Councillor Clowes suggested a rota for watering the trees during the dry weather. She was currently watering them twice a week.

RESOLVED

That Councillor Taylor to also water the trees and liaise with Councillor Clowes on this matter.

11. STREET LIGHT – CHECKLEY LANE

Further to Minute 7 of the last meeting, Members noted that Cheshire East Council was pursuing Scottish Power to obtain a price to disconnect and remove the light.

RESOLVED

That once a price has been obtained, the opinions of the residents be sought regarding whether they would like the light to be removed.

12. CONCERN OF BOLLARDS INSTALLATION ON BRIDGEMERE LANE, HUNTERSON

Councillor Clowes reported on this matter in her Ward Councillor report (Item 9).

13. INSURANCE POLICY

RESOLVED

That a quote of £214.00 for the renewal of the Parish Council's Annual Insurance from Zurich Municipal, be approved.

14. FINANCE AND BUDGET 2025-2026

The Parish Council considered a report of the Clerk and Responsible Financial Officer on the following matters:-

(i) Royal Bank of Scotland

The Clerk reported that since the despatch of the Agenda, the Transaction History List from 28th February, had been received.

(ii) Transactions

The Clerk confirmed that the transactions that had taken place would be reported to the next meeting.

(iii) Approval of Payments

RESOLVED

That the following payments be approved:-

PAYEE	DETAILS	£
CHALC	Annual Subscription	£189.54
Amanda Riley	Internal Audit	£100.00
T P Jones	Payroll Services November 2024-March 2025	£42.26
Zurich Municipal Insurance	Annual Insurance Premium	£214.00
M Clough	April and May 2025 Salary	£235.46
HMRC	PAYE April and May 2025	£58.80
ThenMedia	Website May-October	£144.00
Stamps	12 x Second Class Stamps	£10.44

(iv) Budget Expenditure to 12th May 2025

RESOLVED

That the following Budget Head committed expenditure to 12th May 2025, be approved:-

Budget Head	Total	Budget Allocated	£ Difference
Clerk Salary and PAYE	£294.26	£1,850.00	£1,555.74
Office Expenses	£0.00	£150.00	£150.00
Information Commissioner	£0.00	£40.00	£40.00
Insurance	£214.00	£500.00	£286.00
Subscriptions	£189.54	£225.00	£35.46
Internal Audit Fee	£100.00	£150.00	£50.00
Website/Emails	£0.00	£400.00	£400.00
Room Hire	£0.00	£210.00	£210.00
Street Lighting	£0.00	£225.00	£225.00
Projects (Grit Bin Investment/Bridgemere Lane Improvements)	£0.00	£325.00	£325.00
Remembrance	£0.00	£350.00	£350.00
Defibrillator Maintenance	£0.00	£250.00	£250.00
Payroll Provider	£42.26	£150.00	£107.74
Election Recharges	£0.00	£175.00	£175.00
RINGFENCED CIL	£0.00	£5,982.14	£5,982.14
	£840.06	£10,982.14	£3,877.20

(v) Explanation of Variances

The Clerk reported that there were no variances to consider at the meeting.

(vi) Bank Reconciliation

The Clerk reported that there was no bank statement with which to reconcile, but on the basis of the figures approved during the Internal Audit, the Clerk had calculated the following:-

Anticipated Bank Reconciliation 13th May 2025	
DODINGTON AND DISTRICT PARISH COUNCIL	
Financial year ending 31 March 2026	
Prepared by: Muna Clough, Parish Clerk & RFO	
Balance agreed at Internal Audit at 31/03/2025	£

Current Account (11290091)	£9,756.88
Less: any unrepresented cheques	£840.06
Add: any unbanked cash	£2,500.00
Proposed Net bank balances as at 13 th May 2025	£11,416.82
The proposed net balances are anticipated to reconcile to the Cash Book (receipts and payments account) for the year, as follows	
CASH BOOK	
Opening Balance Current at 1st April 2025	£9,756.88
Add: Receipts in the year	£2,500.00
Less: Payments in the year	£840.06
Closing balance per cash book [receipts and payments book] must equal net bank balances above	£11,416.82

RESOLVED

That the report be noted.

(vii) Bank Statement

RESOLVED

That the following bank statement be received:-

- 28th February 2025

15. PLANNING APPLICATIONS

The Parish Council to consider an update from Councillor Clowes on the following:-

(i) Planning Applications

- Comments Submitted under Standing Orders

Application Number: 25/0834/PRIOR-14J

Location: Lower Den Farm Den Lane, Wrinehill, Crewe, Cheshire East, CW3 9BX

Proposal: Prior Approval for the installation of 90 kw roof mounted solar panels

Comments submitted on 20th March 2025

Doddington and District Parish Council supports the principle of roof mounted solar panels and supports this application, noting the proposed capacity is 90 KW.

Application Number: 25/0893/FUL

Proposal: Replacement dwelling house

Location: Beech Meadows Dingle Lane, Bridgemere, Nantwich, Cheshire East, CW5 7PZ

Comments submitted on 7th April 2025

In terms of the size of the property proposed, there is no significant change from the existing building, so largely acceptable.

We do however, note a new garage to the Dingle Lane frontage, but this would look subservient to the property from the A51 view points.

We feel strongly that the brick built property should be rendered the same as is now, insist that the new buildings will resemble the present property, and that any new roof tiles should match the existing, and be in line with the Barns.

A new access has been designed off Dingle Lane, and subject to Highway Engineering giving the Ok , then we have no objection.

We note that the property will only continue to deteriorate, in its present state, so development of the site and property does seem to be the best solution.

If conditions are met, we believe the building satisfies the Housing and Design Policies of the Wybunbury Combined Parishes Neighbourhood Plan .

(ii) First Draft Local List Supplementary Planning Document

This item was discussed under the Ward Councillor's Report (Item 9)

16. HIGHWAYS MATTERS

Councillor Clowes reported on the road closure on Mill Lane, Wybunbury due to gully emptying.

RESOLVED

That the report be noted.

17. .GOV WEBSITE AND CLERK .GOV EMAIL ADDRESS

RESOLVED

That arrangements by the Clerk, to the transfer of the Parish Council's website and emails to HugoFox, under a .GOV domain and.GOV email address, be approved.

17. BLAKENHALL VILLAGE HALL

The Members received a report from the Trustees of Blakenhall Village Hall, on their efforts to maximise income generation. The Parish Council agreed that it wanted the Trust Committee to obtain charitable status, before any further consideration to funding, be given.

RESOLVED

That the Clerk emails the Trustees, thanks them for the report and looks forward to receiving future updates.

18. MEETINGS FOR DODDINGTON AND DISTRICT PARISH COUNCIL 2025-2026

To approve the schedule of meetings for Doddington and District Parish Council for the 2025-2026 Municipal Year, (all to be held at 7.30 pm at Blakenhall Village Hall, unless otherwise agreed) as follows:-

21st July 2025

15th September 2025

17th November 2025

19th January 2026

16th March 2026

18th May 2026 – Annual Parish Meeting 7.15 pm

Annual Meeting of the Parish Council 7.30 pm

18. URGENT ITEMS

The Chair considered that the following item of business should be discussed as a matter of urgency due to time constraints and a need to update banking procedures.

19. UNITY TRUST BANK

RESOLVED

(i) That the Parish Council transfers its banking to the Unity Trust Bank.

- (ii) That the Clerk, Councillors Taylor, Moore, Cartwright and Wilson be the signatories on the bank account.