

BROXTON AND DISTRICT PARISH COUNCIL

28th September 2026

Commenced: 7.45 pm

Terminated: 8.10 pm

**Present: Councillor Vaughan (in the Chair)
Councillors Borman, Rogers and Wild**

Councillor Mike Jones – Cheshire West and Chester Council

1. APPOINTMENT OF CHAIR

RESOLVED

That in the absence of the Chair and Deputy Chair, the appointment of Councillor Vaughan, to the position of Chair for this meeting, be approved.

2. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Henshall and Houghton.

3. DECLARATIONS OF INTEREST

There were no declarations of interest from Members of the Parish Council

4. CO-OPTION TO PARISH COUNCIL

RESOLVED

That the co-option of Mrs Hannah Kennedy, to the Parish Council, be approved.

5. MINUTES

The Minutes of the proceedings of the Meeting of the Parish Council held on 27th July 2026 were approved as a correct record and signed by the Chair.

6. PUBLIC FORUM

There were no members of the public in attendance.

7. BUDGET AND FINANCE 2026-2027

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

(i) Transactions

RESOLVED

That the following transactions, be approved:-

Payee/Payer	Details	Income	Expenditure
Lloyds Bank	Service Charge		£4.25
Information Commissioner	Annual subscription		£47.00
HugoFox	Website costs Invoice-30006		£11.99
M Clough	July Salary		£371.30
HMRC	July HMRC		£92.80
HMRC	July NI		£7.06
Lloyds Bank	Interest	£8.79	
Mintopia INVOICE NO 130	Brown Knowl Telephone Kiosk restoration		£1,081.59
HugoFox	Email Invoice-30620		£2.99
Unicorn Restorations	Brown Knowl Telephone Kiosk restoration		£68.54

Lloyds Bank	Service Charge		£4.25
HugoFox	Website costs Invoice-31178		£11.99
M Clough	August Salary		£371.30
HMRC	August HMRC		£92.80
HMRC	August NI		£7.06
HugoFox	Email Invoice-31768		£2.99
Lloyds Bank	Interest	£8.25	
Lloyds Bank	Service Charge		£4.25

(ii) Approval of Payments

RESOLVED

That payment of the following transactions, be approved:-

Payee/Payer	Details	Expenditure
M Clough	Salary September (inc backpay)	£450.78
HMRC	PAYE/NI September	£112.80
M Clough	Salary October	Approx. £385.00
HMRC	PAYE/NI October	Approx. £104.00
Lloyds Bank	Service Charge September and October	£4.25 per month
HugoFox	Website hosting September and October	£11.99 per month
HugoFox	Email September and October	£2.99 per month
HugoFox	Email September	£2.99

(iii) Budget Head Expenditure 2026-2027

RESOLVED

That the Budget Head expenditure to 18th September 2026 as detailed below, be approved:-

Budget Head	Total	Budget Allocated	£ Difference
Clerk Salary	£2,320.50	£5,750.00	£3,429.50
National Insurance	£35.30	£80.00	£44.70
General Admin	£25.50	£50.00	£24.50
Payroll Supplier	£97.20	£340.00	£242.80
Internal Auditor	£143.35	£150.00	£6.65
Subscriptions	£166.20	£175.00	£8.80
Information Commissioner	£0.00	£50.00	£50.00
Petrol Expenses (Notices x 6/year)	£44.82	£75.00	£30.18
Room Hire	£180.00	£245.00	£65.00
Website Costs	£59.95	£150.00	£90.05
Email Costs	£17.94	£150.00	£132.06
Microsoft Office	£0.00	£90.00	£90.00
Insurance	£504.95	£575.00	£70.05
Training	£0.00	£105.00	£105.00
S137 - Poppy Wreaths	£0.00	£30.00	£30.00
Elections	£0.00	£275.00	£275.00
Defibrillator Maintenance	£318.00	£325.00	£7.00
Planting	£0.00	£100.00	£100.00
Fire Engine House	£0.00	£1,000.00	£1,000.00
Grants	£0.00	£500.00	£500.00
Other Projects	£0.00	£850.00	£850.00
Projects (CIL)	£1,210.13	£8,163.71	£6,953.58

Excluding CIL Income and Expenditure	£3,913.71	£11,065.00	£7,151.29
Including CIL Income and Expenditure	£5,123.84	£19,228.71	£14,104.87

(iv) CIL Money Income and Expenditure

The Parish Council noted the following summary of CIL Income and Expenditure:-

(a) Income

CIL Monies received in 2023-2024 = £1,923.81

CIL Monies received in 2024-2025 = £2,943.34

CIL Monies received in 2025-2026 = £6,923.94

(b) Expenditure

• **2025-2026:-**

Mintopia	Notice Board Refurbishment	£622.36
Mintopia	Brown Knowl Bench Refurbishment	£113.50
Barriers Direct	Bicycle Racks	£253.86
Mintopia	Bus Shelter Refurbishment	£521.44
Mintopia	Duckington Bench Refurbishment	£145.00
Unicorn Restorations	Telephone Box restoration parts	£1,140.82

• **2026-2027:-**

Community Heartbeat Trust	Adoption of Telephone Kiosk at Brown Knowl	£30.00
Community Heartbeat Trust	Adoption of Telephone Kiosk at Harthill	£30.00
Mintopia	Brown Knowl Telephone Kiosk Restoration	£1,081.59
Unicorn Restorations	Brown Knowl Telephone Kiosk Restoration	£68.54

CIL monies available = £6,953.58

RESOLVED

That the summary be noted.

(v) Explanation of Variances

The Clerk reported that there were no variances to report at this meeting.

(vi) Bank Reconciliation as at 18th September 2026

RESOLVED

That the following Bank Reconciliation as at 18th September 2026, be approved:-

Bank Reconciliation 18th September 2026	
BROXTON AND DISTRICT PARISH COUNCIL	
Financial year ending 31 March 2027	
Prepared by: Muna Clough, Parish Clerk & RFO	
Balance per bank statements	
Current Account (07572433) at 31st August 2026	£5,295.82
Savings Account (00674201) at 31st August 2026	£20,071.46
Less: any unpresented cheques	
Current Account (07572433)	£478.40
Savings Account (00674201)	£0.00

Add: any unbanked cash	
Current Account (07572433)	£0.00
Savings Account (00674201)	£8.25
Net bank balances as at 18th September 2026	
The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows	£24,897.13
<u>CASH BOOK</u>	
Opening Balance at 1st April 2026 Current Account 07572433	£457.26
Opening Balance at 1st April 2026 Savings Account	£20,029.32
Receipts in the year Current Account 07572433	£9,484.00
Receipts in the year Savings Account	£50.39
Payments in the year Current Account 07572433	£5,123.84
Payments in the year Savings Account	£0.00
Closing balance per cash book [receipts and payments book] must equal net bank balances above	£24,897.13

(vii) 2026-27 NATIONAL SALARY AWARD

The Parish Council noted that The National Joint Council for Local Government Services (NJC) had agreed the new pay scales for 2026-27 to be implemented from 1 April 2026 which would equate to a pay increase of 3.3%.

(viii) Bank Statements

RESOLVED

That the following bank statements, as circulated with the report, be received:-

Current Account

- 31st July 2026
- 31st August 2026

Savings Account

- Statement to 9th September 2026

8. HIGHWAYS MATTERS

Councillor Borman reported on the resurfacing of the A534 and the Broxton roundabout.

RESOLVED

That the report be noted.

9. PLANNING MATTERS

There were no planning applications for consideration.

10. THE LOCAL HILLS

RESOLVED

That consideration of this item be deferred to the next meeting.

11. BOLESWORTH MEETING

Councillor Borman reported that there had been no Bolesworth meeting.

RESOLVED

That the Clerk enquires of Bolesworth, the possibility of donating three Christmas trees for Christmas 2026.

12. DATE OF NEXT MEETING

The Parish Council noted that the next meeting would be held on Monday, 23rd November 2026 at 7.30 pm

13. URGENT ITEMS

The Chair agreed that the following item of business should be considered as a matter of urgency due to time constraints.

14. CELEBRATIONS AROUND THE CHRISTMAS TREE

Councillor Borman proposed carols and celebrations around the Christmas tree at Brown Knowl. A firm date would be agreed at the next meeting.

RESOLVED

- (i) **That a budget of £200.00, be made available for refreshments for the community to celebrate Christmas around the Brown Knowl Christmas tree;**
- (ii) **That Councillor Borman leads this project and purchases food and refreshments, in accordance with the budget allocated.**

15. EXEMPT BUSINESS

Members resolved that the following items of business should be exempt from the press and public as they contained commercially sensitive information.

16. THE FIRE ENGINE HOUSE

RESOLVED

That consideration of this item be deferred to the next meeting.

17. TELEPHONE KIOSKS

The Parish Council noted that the Clerk had now received an acknowledgement regarding her emails relating to the applications for the adoption of the kiosks located at Brown Knowl and Harthill with the Community Heartbeat Trust.

Members considered two quotes for the refurbishment of the Harthill telephone kiosk, when the adoption had been confirmed.

RESOLVED

That the quote from Mintopia, in the sum of £1,188.55, be approved.