

BROXTON AND DISTRICT PARISH COUNCIL

23rd March 2026

Commenced: 7.30 pm Terminated: 8.45 pm

Present: Councillors Henshall (Chair),
Councillors Borman, Haughton, Rogers, Vaughan and Wild.

Councillor Jones – Cheshire West and Chester Councillor

1. APOLOGIES FOR ABSENCE

There were no apologies for absence from Members of the Parish Council.

The Clerk reported that just before the meeting, she had received notification of the resignation from the Parish Council of Councillor Shadbolt, and the statutory procedures would be initiated, in this regard.

2. DECLARATIONS OF INTEREST

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

3. MINUTES

The Minutes of the proceedings of the Meeting of the Parish Council held on 26th January 2026 were approved as a correct record and signed by the Chair.

4. PUBLIC FORUM

There were no Members of the Public in attendance.

5. BUDGET AND FINANCE 2025-2026

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	Interest	£9.05	
Lloyds Bank	Service Charge		£4.25
HugoFox	Invoice 22639		£11.99
M Clough	January Salary		£371.10
HMRC	January PAYE		£93.00
HMRC	January NI		£7.06
Lloyds Bank	Service Charge		£4.25
HugoFox	Invoice 23677		£11.99
HMRC	February PAYE		£92.80
HMRC	February NI		£7.06
M Clough	February Salary		£371.30
Lloyds Bank	Interest	£7.68	

(ii) Approval of Payments**RESOLVED**

That the following payments, be approved:-

Payee/Payer	Details	Expenditure
M Clough	Salary March	£371.30
HMRC	PAYE/NI March	£99.86
M Clough	Salary April	Approx. £371.30
HMRC	PAYE/NI April	Approx. £99.86
Lloyds Bank	Service Charge March	£4.25
Lloyds Bank	Service Charge April	£4.25
HugoFox	Website hosting March	£11.99
HugoFox	Website hosting April	£11.99
M Clough	Petrol Reimbursement for Notices:- 15 th September 2025 – 24.9 miles 17 th November 2025 – 24.9 miles 19 th January 2026 – 24.9 miles 16 th March 2026 – 24.9 miles Total Mileage – 99.6 miles @ .45p per mile	£44.82

(iii) Budget Head Expenditure 2025-2026**RESOLVED**That the following Budget Head expenditure to 11th March 2026, be approved:-

Budget Head	Total	Budget Allocated	£ Difference
Clerk Salary	£5,105.10	£5,450.00	£344.90
National Insurance	£77.68	£70.00	-£7.68
General Admin	£0.00	£100.00	£100.00
Payroll Provider	£253.20	£340.00	£86.80
Internal Auditor	£136.50	£150.00	£13.50
Subscriptions	£162.97	£175.00	£12.03
Information Commissioner	£47.00	£35.00	-£12.00
Petrol Expenses	£44.82	£70.00	£25.18
Room Hire	£180.00	£245.00	£65.00
Website Costs	£131.89	£120.00	-£11.89
Email Costs	£59.98	£120.00	£60.02
Microsoft Office	£0.00	£60.00	£60.00
Insurance	£484.83	£575.00	£90.17
Training	£0.00	£105.00	£105.00
Poppy Wreaths	£20.00	£30.00	£10.00
Elections	£0.00	£275.00	£275.00
Defibrillator Maintenance	£0.00	£150.00	£150.00
Planting	£0.00	£100.00	£100.00
Fire Engine House	£200.00	£1,000.00	£800.00
Grants	£500.00	£500.00	£0.00
Other Projects	£872.40	£1,000.00	£127.60
Projects (CIL)	£2,796.98	£11,791.09	£8,994.11

Balances Excluding CIL Income and Expenditure	£8,276.37	£10,670.00	£2,393.63
Balances Including CIL Income and Expenditure	£11,073.35	£22,461.09	£11,387.74

(iv) CIL Money Income and Expenditure

RESOLVED

That the following CIL income and expenditure be noted:-

(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

CIL Expenditure to Date:-

Mintopia	Notice Board Refurbishment	£622.36
Mintopia	Brown Knowl Bench Refurbishment	£1113.50
Barriers Direct	Bicycle Racks	£253.86
Mintopia	Bus Shelter Refurbishment	£521.44
Mintopia	Dukington Bench Refurbishment	£145.00
Unicorn Restorations	Telephone Box restoration parts	£1,140.82

(v) Explanation of Variances

RESOLVED

That the Clerk be authorised to balance the Budget Heads at the end of the Financial Year.

(vi) Bank Reconciliation as at 11th March 2026

RESOLVED

That the following Bank Reconciliation as at 11th March 2026, be approved:-

Bank Reconciliation 11th March 2026	
BROXTON AND DISTRICT PARISH COUNCIL	
Financial year ending 31 March 2026	
Prepared by: Muna Clough, Parish Clerk & RFO	
Balance per bank statements	
Current Account (07572433) at 28th February 2026	£944.66
Savings Account (00674201) at 11th March 2026	£20,029.32
Less: any unrepresented cheques	£0.00
Add: any unbanked cash	£0.00
Net bank balances as at 11th March 2026	
The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows	£20,973.98

CASH BOOK	
Opening Balance at 1st April 2025 Current Account 07572433	£3,657.94
Opening Balance Savings Account	£13,004.27
Add: Receipts in the year Current Account 07572433	£15,284.01
Add: [Direct] Receipts in the year Savings Account 07572433	£101.11
Less: Payments in the year Current Account 07572433	£11,073.35
Less: [Direct] Payments in the year Savings Account	£0.00
Closing balance per cash book [receipts and payments book] must equal net bank balances above	£20,973.98

(vi) **Bank Statements**

RESOLVED

That the following bank statements/screenshot, be received:-

(a) **Current Account**

- 31st January 2026
- 28th February 2026

(b) **Savings Account – Screenshot**

6. PLANNING MATTERS

The Parish Council considered the following planning matters:-

- **New Planning Application**

(i) **Reference Number:** 26/00596/FUL

Site Address: 8 Broxton Hall Mews Whitchurch Road Broxton Chester CH3 9JS

Proposal: Replacement of French doors with a window and blocking up a rear door opening, in retrospect.

RESOLVED

That the Parish Council does not submit any comments in relation to this application.

- **Applications considered under the Standing Orders**

(i) **Reference Number:** 26/00255/LBC

Site Address: 8 Broxton Hall Mews Whitchurch Road Broxton Chester CH3 9JS

Proposal: Alterations to windows and doors including the replacement of French doors with a window and blocking up a rear window (retrospective)

The Parish Council did not submit any comments in relation to this application.

(ii) **Reference Number:** 26/00425/FUL

Site Address: Green Bank Farm Withy Lane Broxton Chester CH3 9JP

Proposal: Conversion of the existing barn into two dwellings

The Parish Council did not submit any comments in relation to this application.

(iii) **Reference Number:** 26/00376/FUL

Site Address: Land At Sherrington Lane Broxton Chester

Proposal: Conversion of existing Shippon with replacement extension to one dwelling

Comments circulated.

RESOLVED

That the decisions taken under the provisions of the Standing Orders, as detailed in (ii), (iii) and (iv) above, be ratified.

7. HIGHWAYS MATTERS

Councillor Henshall reported that he was still in touch with Mr Stuart Bateman, Principal Engineer about areas of concern, and that Mr Bateman had agreed to look into these matters in the new financial year.

Councillor Borman reported that she too had been in touch with Cheshire West and Chester Highways Department, over concerns regarding drainage on the A534.

RESOLVED

That the report be noted.

8. BOLESWORTH MEETING

The Chair reported that he had attended the last meeting and provided an update. In the immediate future, the Bolesworth Estate was focussing on obtaining planning permission for 400 houses on a field to the left of Rocky Lane, Tattenhall. The Estate was seeking support from the Parish Councils, and contributions to mitigate the development were being offered to the villages, in order to make the proposals more acceptable.

RESOLVED

That the report be noted.

9. PUBLIC RIGHTS OF WAY

The Parish Council noted that there might be grants available to change gates/stiles to galvanised steel and the Clerk agreed to write to the National Trust about a locked gate (which provided access to a right of way) in Bickerton.

RESOLVED

That the report be noted.

10. SANDSTONE CAR PARK

The Parish Council considered the proposals contained in the report submitted and Members agreed that the cost implications were too high.

RESOLVED

That the proposals, outlined in the report, be not pursued, at this stage.

11. ENVIRONMENTAL CLIMATE CHANGE MITIGATION 2026

The Parish Council considered the proposals contained in the report submitted, but the landowner indicated that he had other purposes for the land, and it was not available for the proposed use.

RESOLVED

That the report be noted and the proposal be not pursued.

12. .GOV EMAIL ADDRESS

RESOLVED

That the purchase of a .GOV email address for the Clerk from HugoFox, at a cost of £2.99 (inc VAT) per month, to replace the .ORG email address, be approved.

13. TELEPHONE KIOSKS

Consideration was given to an update from the Chair, in relation to the status of the telephone kiosks in the Parish.

RESOLVED

- (i) That the adoption of the Brown Knowl telephone kiosk, by the Parish Council, be approved, and the Clerk to make the necessary arrangements;**
- (ii) That the Harthill telephone kiosk be considered at the next meeting.**

14. TATTENHALL AND DISTRICT MODIFIED NEIGHBOURHOOD PLAN

As statutory consultees, the Parish Council discussed the Tattenhall and District modified Neighbourhood Plan. Members considered the impact of the proposed Bolesworth Estate development for 400 houses, particularly on the Parish of Harthill. Members agreed that traffic would likely divert to the junction of Rocky Lane/Frog Lane, for access onto A534 & A41, and this would be a concern.

RESOLVED

That comments of the Parish Council expressing concerns of the traffic cutting through Harthill, as a consequence of the 400 house development, in Tattenhall, be approved and submitted.

15. THE LOCAL HILLS

The Chair reported on matters relating to Raw Head, Bickerton Hill, Larkton Hill, the Sandstone Trail and the National Trust. Councillor Henshall agreed to ask the National Trust whether the presence of dog bins had any impact on reducing the amount of dog waste left on the ground, to enable the Parish Council to consider whether funding the purchase of some bins might be beneficial.

RESOLVED

That the report be noted.

16. DATE OF NEXT MEETINGS

Members noted that the next meetings were as follows:-

Annual Parish Meeting - Monday, 18th May 2026 at 7.00 pm

Annual Meeting of the Parish Council - Monday, 18th May 2026 at 7.30 pm

17. URGENT ITEMS

The Chair was of the opinion that there were no Items requiring consideration as a matter of urgency, however, he referred to the last meeting, and the proposal made by a young resident regarding the use of the piece of land around Broomhill Lane and Sherrington Lane, for various activities.

RESOLVED

That this project be considered at the next meeting.

18. EXEMPT BUSINESS

Members resolved that the following item of business was exempt from the press and public as it contained commercially sensitive information.

19. THE FIRE ENGINE HOUSE

Councillor Henshall presented an update on this matter and the Parish Council agreed the next steps.

RESOLVED

That the authorisation of Councillor Houghton to instruct a solicitor (free of charge) to apply to the courts for an Access Order, to enable the Parish Council to carry out essential roof repairs to the Fire Engine House, under the Access to Neighbouring Land Act 1992, be approved.