

BROXTON AND DISTRICT PARISH COUNCIL

24th November 2025

Commenced: 7.30 pm

Terminated: 8.50 pm

**Present: Councillors Henshall (Chair),
Councillors Houghton, Rogers, Shadbolt, Vaughan and Wild.**

Councillor Mike Jones – Cheshire West and Chester Council

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Borman.

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 22nd September 2025 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
	Interest	£7.22	
Lloyds Bank	Service Charge		£4.25
HugoFox	Invoice 18871		£11.99
M Clough	September Salary		£371.30
HMRC	September PAYE		£92.80
HMRC	September NI		£7.06
Shires Accountants	Payroll October - March 2026		£138.60
RBL	Wreath		£20.00
	Interest	£6.44	
HMRC	VAT Refund	£360.07	
Lloyds Bank	Service Charge		£4.25
HugoFox	Invoice 19438		£11.99
HMRC	October PAYE		£92.80
HMRC	October NI		£7.06
M Clough	October Salary		£371.30
Shires Accountants	Payroll Service		£21.00
J Handforth	MOT Stone		£830.40
Cheshire West and Chester Council	CIL Monies	£6,923.94	

	Transfer to Savings Account		£6,923.94
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(ii) Approval of Payments

RESOLVED

That the following payments be approved:-

Payee/Payer	Details	Expenditure
M Clough	Salary November	£371.30
HMRC	PAYE/NI November	£99.86
M Clough	Salary December	Approx. £371.30
HMRC	PAYE/NI December	Approx. £99.86/200

(iii) Budget Head Expenditure 2025-2026

RESOLVED

That the following Budget Head expenditure to 14th November 2025 be approved:-

Budget Head	Total	Budget Allocated	£ Difference
Clerk Salary	£3,248.70	£5,450.00	£2,201.30
National Insurance	£49.44	£70.00	£20.56
General Admin	£44.82	£100.00	£55.18
Payroll Provider	£253.20	£340.00	£86.80
Internal Auditor	£136.50	£150.00	£13.50
Subscriptions	£145.97	£175.00	£29.03
Information Commissioner	£47.00	£35.00	-£12.00
Petrol Expenses	£0.00	£70.00	£70.00
Room Hire	£180.00	£245.00	£65.00
Website Costs	£83.93	£120.00	£36.07
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	£0.00	£1,000.00	£1,000.00
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 Inc & Exp	£6,126.77	£10,670.00	£4,543.23
Balances Including CIL Income and Expenditure	£8,923.75	£22,461.09	£13,537.34

(iv) CIL Money Income and Expenditure

The Clerk reported on the up to date position regarding the CIL monies as follows:-

- 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

- **Expenditure**

CIL Expenditure to Date:-

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

RESOLVED

That the up to date income and expenditure of the CIL monies, be received.

(v) Explanation of Variances

There were no variances to report at the meeting.

(vi) Bank Reconciliation as at 14th November 2025

RESOLVED

That the following Bank Reconciliation as at 14th November 2025, be approved:-

<u>Bank Reconciliation 14th November 2025</u>	
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 31st October 2025	£3,924.66
Savings Account (00674201) at 31st October 2025	£13,061.95
Less: any unpresented cheques	£830.40
Add: any unbanked cash	£6,923.94
Net bank balances as at 14th November 2025	
The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows	£23,080.15
<u>CASH BOOK</u>	
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	£57.68
Less: Payments in the year Current Account 07572433	£8,923.75
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	£23,080.15

(vi) Bank Statements

RESOLVED

That the following bank statements, and Screenshot, as circulated with the Report, be received:-

Current Account

- 30th September 2025
- 31st October 2025

Savings Account – Screenshot

6. PRELIMINARY BUDGET PLANNING 2026-2027

Members to consider a preliminary Budget Report for 2026-2027, prepared by the Clerk and Responsible Financial Officer. This would be further considered and approved at the January meeting, when the Tax Base had been released.

RESOLVED

1. That the Parish Councillors forward any proposed any amendments on the Draft Budget to the Clerk for consideration at the next meeting, so that a Precept can be approved;
2. That the appointment of Davenport Accountants as the Parish Council's Internal Auditor for 2025-2026, be approved;
3. That the appointment of Shires Accountants as the Parish Council's Payroll Provider for 2026-2027, be approved.

7. GOVERNANCE MATTERS

RESOLVED

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

- IT Policy 2025-2026
- Publication Scheme 2025-2026

8. BROWN KNOWL POST BOX

Councillor Shadbolt proposed that the Parish Council requests from the Local Highways Authority, the re-location of the Brown Knowl Post Box to the Brown Knowl 'Telephone' Box Green.

RESOLVED

That following the receipt of contact details from Councillor Shadbolt, the Clerk contacts the local Highways Authority, to submit a request for the re-location of the Brown Knowl Post Box to the Brown Knowl Green, where the Telephone Kiosk is located.

9. MEETING OF THE CHESHIRE POLICE AND CRIME COMMISSIONER HELD ON 7TH OCTOBER 2025

Councillor Shadbolt reported on feedback from the meeting of the Cheshire Police and Crime Commissioner held on 7th October 2025.

Councillor Jones reported on deep concerns due to the huge reduction of PCSOs.

RESOLVED

That the report be noted.

10. PLANNING MATTERS

Councillor Shadbolt reported on the following planning matters:-

- **Applications considered under the Standing Orders**
 - (i) **1. Reference Number:** 25/02914/FUL
Site Address: Land At Old Coach Road Broxton Chester
Proposal: Erection of agricultural building and creation of access point
Comments: The Parish Council objected to this application

RESOLVED

That the inclusion of all comments from Parish Councillors, (not just from the majority votes) be submitted to the Planning Authority for future planning applications considered under the Standing Orders.

• New Planning Application

(ii) 2. Reference Number: 25/03516/PDQ

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

Proposal: Change of use from agricultural building to two dwellings.

Feedback from Councillor Shadbolt

Proposal: Lawful commencement of development for conversion of a steel portal framed barn into a three bedroomed residential dwelling with associated curtilage as approved under planning permission 23/00295/FUL by completing site preparation works for drainage.

RESOLVED

That the Parish Council objects to this application as the building in question is a modern building, erected for farming purposes, the structure of which, is unsuitable for conversion. Any conversion to dwellings would be contrary to planning policy for building in the open countryside.

11. HIGHWAYS MATTERS

The Chair reported on the following matters:-

- Progress to the Village signs project;
- A534 road surface patching would be completed in next financial year.
- Parish signs;
- The milestone marker.

Councillor Henshall extended thanks to Treefellers (Harthill) for removing a dangerous branch overhanging the Brown Knowl Notice Board, and also the National Trust and their volunteers for laying down the 20 tons of stone (provided by the Parish Council) on the Duckington National Trust Car Park.

RESOLVED

That the report be noted.

12. BOLESWORTH MEETING

Councillor Shadbolt provided feedback on the latest Bolesworth meeting.

RESOLVED

That the report be noted.

13. PUBLIC RIGHTS OF WAY

Councillor Shadbolt reported that she had no updates at this meeting.

RESOLVED

That the report be noted.

14. TELEPHONE KIOSKS

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

RESOLVED

That the Clerk and Chair contact the Community Heartbeat Trust, in order to negotiate the adoption of the Brown Knowl and Harthill Telephone Kiosks.

15. THE LOCAL HILLS

The Chair reported on matters relating to Raw Head, Bickerton Hill, Larkton Hill, the Sandstone Trail and the National Trust. He particularly referred to a number of boundary stones in the Parish, one of which was Grade 2 listed and others which would likely obtain Grade 2 listed monument status, if they were submitted for grading.

The Chair also referred to the possible purchase of 3D maps for visitors which would be placed in a wooden display box.

RESOLVED

That approval be given to the Chair to make the necessary arrangements for the assessment of the boundary stones.

16. DATE OF NEXT MEETING

Members noted that the next meeting of the Parish Council would be held on Monday, 26th January 2026 at 7.30 pm

17. URGENT ITEMS

There were no items which the Chair was of the opinion should be considered as a matter of urgency.

18. EXEMPT BUSINESS

Members agreed that the following item of business was no longer exempt, as significant progress had been made within the last few days.

19. THE FIRE ENGINE HOUSE

Councillor Henshall reported that an Ecological Assessment had now been completed and that the work to repair the roof could commence.

RESOLVED

That the Clerk contacts Emerton Roofing, to commence the roof repair.