Minutes of Great Budworth Parish Council meeting held on 12th May 2025

The meeting opened at 19:31

**Present**:

Parish Cllrs: Chair Dave Wilkinson (DW), Vice Chair Cllr Justin Culver (JC), Cllr Steven Jennings (SJ), Cllr Karen Williams (KW), Cllr Steve Coppell (SC) and Cllr Tyler Hutton (TH)

Ward Cllrs: Lynn Gibbon (LG) and Phil Marshall (PM)

Clerk: Caroline Constable (CC)

**Apologies**:

Apologies received from Ward Cllr Norman Wrigt (NW)

**Declarations of interest:**

No declarations of interest

**Dispensations:**

There were no dispensations

**Public Forum:**

Six residents where present.

One asked whether the lower half of High Street was to be resurfaced as had been reported some time ago. DW stated that we had been told by LG that it was due to be but then in a report from CW&C stating which roads were to be resurfaced during financial year 2025/2026 High Street was not listed. CC confirmed that she had raised this with LG. LG stated that she had been told by Jason Sapsford and Jamie Barron that 20 kerb stones were to be replaced, the potholes filled and a surface called ‘rejuvo’ applied sometime after April 2025. However, when she chased them they said they had not agreed to this, she has challenged them and awaits further response. DW noted that some potholes along High Street have been marked but the pc has not heard anything about any planned works. LG suggested that all residents report the potholes via the ‘Report It’ app as the more people that do so the more likelihood that something will be done. SC also commented that the road was part of the ‘Cheshire Cycle Way’. LG will chase Highways again.

CC stated that she will complete a report on behalf of the PC.

He also asked that now it was evident that the new owners of the old post office are not going to be reopening it as a store has the parish council considered using funds to open something along the lines of the café/shop at Antrobus. DW stated that it would rely on volunteers and he did not think it viable.

Another resident also commented upon the state of High Street with regards to overgrown weeds and un-swept leaves. CC will report to CW&C. He also asked whether we had a date for the repair of the roof on the Lower Pumphouse. DW stated that the contractor due to do the work (Richard Janyon) is proving difficult to tie down and although he has only quoted £60 for the work it has now been outstanding for some time. However, he has stated that he will be in Antrobus over the next week and will try and do it then. The resident has had a quote from Lakeland Roofing for £250. CC suggested that if the work has not been done within the next week that Lakeland Roofing be contacted. All were in agreement.

The street-light outside the Parish Hall was also raised as it is still out of use. LG stated that it was a problem with Scottish Power, she will chase.

Another resident wished to bring up the issue of flooding as per Correspondence Item 15. Due to blocked gulleys along High Street her home was flooded and she and her family are only just getting it sorted after 23 months. She has reported the blocked gulleys and just keeps being told that they are on the schedule to be cleared, but cannot get a definitive answer of when that might be as she is certain that they are not being regularly checked. LG stated that the pc can check that the gulley positions are correct via the mapping on the CW&C website and request clearing if they are blocked. PM will email the link to CC who will create a map for each individual street so that residents can check outside their own homes.

**Minutes:**

The minutes from the parish council meeting of 03/03/25 were agreed, approved and signed.

**Actions from last meeting:**

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| Action Point | Action | Assigned to | Comments |
| 1 | Email invoice/bank details to DW for payment of Bowling/Tennis club rent | CC | √ |
| 2 | Inform Anna Lee (Bulletin)about pc meeting dates | SJ | √ no one is sure whether they were included – CC to chase |
| 3 | Send full list of 2025 pc meeting dates to Anna Lee for inclusion in the Bulletin | CC | ditto |
| 4 | Flooding at Little Dene, speak with Highways | LG | √ LG has spoken but Highways who say they have no jurisdiction and cannot enforce anything as it is the responsibility of the landowner and is really an issue between the resident and the landowner. KW stated that whilst the field has been ploughed they have not added a furrow away from the property nor planted the wildflowers as agreed. KW will speak to the landowner again |
| 5 | Send a copy of the Mission Statement to Anna Lee for inclusion in the Bulletin | CC | √ included |
| 6 | Contact local tree surgeon for quote to inspect work needed to The Avenue | CC | √ see quotes in Payments |
| 7 | Send copy of Parish Hall Lease agreement to cllrs | CC | √ |
| 8 | Parish Hall buildings insurance - work out percentage of 2022 payment against full premium paid by the pc and send to cllrs | CC | √ |
| 9 | Add pc cllr vacancy to Whatapp group | DW | √ no one has come forward although SC stated that he had been approached by a couple of residents |
| 10 | Ask Anna Lee (bulletin) to add pc cllr vacancy to next edition | CC | √ included |

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| --- | --- | --- |
|  | Agenda Point | Assigned to.. |
| **1** | **Parish Cllr Reports**  KW – Filming Database: following on from the workshop that was attended they have discovered clear evidence to support the case for a local Film Office, conversations are currently taking place to determine whether there is funding available and she awaits further feedback |  |
| **2** | **Ward Cllr Reports**  LG – May update:  **National Planning Framework**  Questions still outstanding regarding the impending NPPF especially as there is pressure for increased rural developmentand whilst addressing housing need is important, for rural communities there are risks including loss of greenbelt and countryside, development on agricultural land and an overburdened infrastructure.  **Devolution – Cheshire & Warrington**  Devolution offers Cheshire West and Chester the potential for greater local  control, funding, and flexibility to shape services around community needs. But with opportunity comes challenge — from accountability concerns to fears of added bureaucracy. There are concerns with trying to get the work done for 2026 and whilst CW&C have voted ‘yes’ it looks like Cheshire East may vote ‘no’ and so it would not go through  **Highways**  Ongoing statutory undertaker works(i.e. gas, electric, B.T. and water) on the highway network  **Planning**  Winnington Lime Bed Solar Park (Appeal). The applicant has appealed the decision to refuse the development by CW&C. As much  as the proposed development is outside Marbury Ward, the impact on our communities and infrastructure is significant. A response to the Appeal has been submitted by Marbury Cllrs representing the villages effected in Marbury.  **Northwich Regeneration Update**  Weaver Square - the Council is currently in the process of procuring a development partner for Weaver Square. The development partner will work with the Council to deliver a residential-led scheme on this key regeneration site in Northwich town centre.  Northwich Market - public engagement on plans for the new market at Barons Quay has commenced and will run from Tuesday 6th May until Monday 9th June 2025.  Northwich Library - the required scaffold/propping installations on the third gable are in place on the west elevation. CW&C have received the RIBA stage 3 design outcome and are now progressing to planning application.  The full repair and refurbishment works are expected to be completed Summer/Autumn 2026.  New Artificial Grass Pitch’s (AGP) at Moss Farm - the new 3G AGP is complete with a temporary licence is being drafted with Cheshire FA to  operate the facilities whilst the long-term lease agreement are negotiated.  **Policing**  Northwich and Winsford (Police) Problem Solving Group (PSG)  Last PSG was held on 11 April 2025 - Community Safety continue to work with Northwich BID, Baron’s Quay and Winsford  **Community & Public Services Consultations**  New Northwich Market  Pharmaceutical Needs Assessment 2025–2028  Planning Policy Consultations  September 2026–27 School Admission Arrangements  **Members Budgets 2025-2026 / Space Hive**  The Member Budget Award Schemefor 2025/26 allocates £5,000 to all Members to support local projects and initiatives aimed at improving the quality of life and wellbeing of their communities. Funding is provided to recipients as a discretionary award and is aimed at addressing local priorities for action. Member BudgetsApplications are now back open following the election purdah period.  Full report can be obtained by emailing the clerk at [clerk@greatbudworth-pc.gov.uk](mailto:clerk@greatbudworth-pc.gov.uk). |  |
| **3** | **Progress Reports**   1. The Lower Pump House    1. Roof Repair – see comments in Public Forum above 2. 50 Church Street   Planning applications have now been submitted (see Correspondence items 10 & 11) which includes the work already undertaken after owner’s advice from Cheshire East even though they have no jurisdiction over Great Budworth. CC contacted planning and enforcement as the pc had not been informed of the applications. Concerns over the work have already been raised with CW&C.  Discussions were as follows. Major concerns over the changes to the outbuilding and the fact that it appears it could be a place of work which if so, would need a change of use and restrictions over visitors. The glazing to the front is also not in keeping with local styles and the changes to the roofline have compromised its aesthetic, and whilst the original tiles were reused the finishing off is not in keeping with the age of the building. The addition of a bathroom to the building could also signify its use as a dwelling not an outhouse. The conservatory was also discussed especially the use of glazing to the gable end which will be visible from the street and is not in keeping with the look of the village and other properties in the area.  The principle that works have been carried out without planning is also concerning.  All were in agreement that an objection be raised on the following points:   * Glazing to the gable end of the conservatory not in keeping with character of surrounding properties and should be replaced with matching brick * Skylights and glazed front to outbuilding not in keeping with local styles * Additional of a bathroom/water to the outbuilding could result in the building being used as a dwelling * Use of the outbuilding as a place of work could mean increase in visitors to the building and change of use/restrictions should be put in place.   CC to draft an objection and then circulate for cllrs agreement   1. Tree Management – the two quotes received from Nick Bowman and Northwich Tree Surgery (NTS) were discussed. Both companies have worked on The Avenue in the past but the pricing difference was concerning. Nick Bowman quoted £520 & NTS £2280. CC advised that she had walked The Avenue with both parties within a week of one another and identified around 20 trees that needed work (compared to the 3-6 identified in the Tree Survey) she could only surmise that the difference in cost was due to the company size and way of working. Nick had suggested that the work would need to be done before the end of April (quotes received in the middle of April), before leaves had developed fully and birds had started nesting and if not he could requote at the end of the summer. All were in agreement that the lower costing quote from Nick was suitable and CC would get a new quote towards the end of the summer. 2. Parish Hall CIO Insurance – CC and SJ had attended a meeting of the Parish Hall CIO in April and they had agreed to cover the cost of the buildings insurance contribution as agreed in 2021 (£557) for the 2024/2025 period. Chairman, Bob Wilkson had asked that going forward their payment was made monthly rather than in a lump sum. All were in agreement that this was acceptable. Mr Wilkinson also suggested that they would get a comparable quote from their current provided (NFU) to compare to the pc’s. CC stated that she too would get a quote from NFU as well as Zurich and the current provider when the insurance is due for renewal in September. 3. Parish Councillor Vacancy – the vacancy has been advertised via Whatsapp and the Budworth Bulletin but so far no one has come forward. The vacancy will remain until filled | CC  CC |
| **4** | **Finance**   1. Bank Reconciliations – reconciliations up to 30/04/25 were checked and signed off by KW (current, balance £19059.26), JC (95 day, balance £20564.46) & JC (reserve, balance £1809.96) 2. Final Spend against Budget 2024/2025– final spend against budget spreadsheet presented 3. Banking Arrangements – The Lloyds current account has now been opened and we have been issued a debit card, cheque book & paying in book. A letter was signed by current Natwest authorising signatories to request the moving of funds from the Business Reserve Account into the Current Account, the transfer of those funds to the new Lloyds Current Account and the closing of the Natwest Current and Reserve Account. CC will start the process and once funds have been transferred she will organise the updating of all regular payments. 4. Certificate of Exemption – as the pc had less than £25000 payments or receipts for the 2024/2025 accounts a certificate of exemption can be produced meaning that the accounts do not need to be externally audited. CC will publish (website & noticeboard) and send to the external auditor. 5. Exercise of Public Rights – the public have a legal right to view the pc’s accounts and the period has been determined as 3/6/25 – 14/7/25. The notice will be published to the website & noticeboard on 20/5/25. 6. Internal Audit – the internal audit was presented, issues as follows:  * no clear disclosure of all the year-end earmarked reserves carried forward from year to year – CC explained that the funds were obtained by previous filming revenue and had never been ring-fenced. £20,000 has now been placed in a 95 day access account. CC suggested that a statement be produced when the budget is finalised * Although actual fixed assets owned remain unchanged over the prior year the valuation has changed from £477307 to £418022 – CC explained that last year she had used the re-build costs incorrectly. Values have been returned to purchase costs as per previous years * We could identify no supporting documentation for the following income transaction: 26/07/2024, Blain Boland - land sale, £5000 – CC advised that the sale had been completed via email and a copy of the contract was not kept. She has asked the solicitor for a copy  1. Annual Return and AGAR Signoff – the annual return and agar accounting statement were signed off and will be published on the website and in the noticeboard 2. VAT reclaim – vat reclaim for purchases during 2024-2025 has been submitted for £560.74 3. Payments/Receipts upto 12/05/25:  |  |  |  |  |  | | --- | --- | --- | --- | --- | | Payee | Details | Chq.No. | In | Out | | Clerk | Salary – 01/04/25  SO - for period 03/03/25-31/03/25 |  |  | 468.00 | | Clerk | Salary – 01/05/25  SO - for period 01/04/25-30/04/25 |  |  | 468.00 | | Clerk | Extra Hours payment for period 03/03/25-30/04/25 | 1136 |  | 212.94 | | Clerk | Extra Hours payment for period 01/05/25-11/05/25 | 1140 |  | 113.99 | | Clerk | Reimbursements (includes working from home allowance, mileage, Microsoft 365 renewal) | 1141 |  | 213.29 | | CW&C | Precept |  | 11508.31 |  | | Chalc | Membership renewal | 1137 |  | 115.44 | | JDH Business Services | Internal Audit | 1139 |  | 348.00 | | NBM | Website Hosting | 1138 |  | 120.00 | | Tennis&Bowling Clubs | Rent 2024/2025 |  | 10.00 |  | | Great Budworth Parish Hall CIO | Buildings Insurance Contribution |  | 557.00 |  | | CW&C | February Water Testing | 1142 |  | 117.56 | | Totals |  |  | 12075.31 | 2177.22 |  |  |  |  |  | | --- | --- | --- | --- | | Current Account Opening Balance  03/03/25 | in | out | Current Account Closing Balance 12/5/25 | | 7451.95 | 12075.31 | 2177.22 | 17350.04 | |  |  |  |  | |  |  |  |  | | CC  CC  CC  CC |
| **5** | **Correspondence**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | 1 | Planning Application | 25/00640/CAT | Hough Farm, 49 Church Street | 1 x Silver Poplar 4m crown reduction | no comments | | 2 | Planning Application | 25/00432/LBC | Fairfield Cottage, Warrington Road | Alterations to ground floor living room | no comments | | 3 | Planning Application | 25/00447/LBC | Fairfield Cottage, Warrington Road | minor modifications to ground and first floor with alterations to windows and doors | no comments | | 4 | Planning Application | 25/00446/FUL | Fairfield Cottage, Warrington Road | minor modifications to ground and first floor with alterations to windows and doors | no comments | | 5 | Planning Application | 25/00664/CAT | 2 Dene Cottages, Warrington Road | 5 x Broad Leaf Lime Trees – prune back to existing pollard and removed diseased Lime, reduce Magnolia crown by 1-1.5m | no comments | | 6 | Planning Application | 25/00715/FUL | Fairfield Cottage, Warrington Road | Erection of single storey building to house swimming pool, changing room, sauna & plant room | no comments | | 7 | Planning Application | 25/00716/LBC | Fairfield Cottage, Warrington Road | Erection of single storey building to house swimming pool, changing room, sauna & plant room | no comments | | 8 | Planning Application | 25/00432/LBC | Fairfield Cottage, Warrington Road | Internal alterations to fireplace | no comments | | 9 | Planning Application | 25/01210/CAT | 3 Dene Cottages, Warrington Road | Removal of Pine tree | no comments | | 10 | Planning Application | 25/00997/LBC | 50 Church Street | Addition of a rear facing first floor gable and glazed conservatory at ground floor level, alterations to existing outbuilding and internal alterations | See agenda item 3b above | | 11 | Planning Application | 25/00996/FUL | 50 Church Street | Addition of a rear facing first floor gable and glazed conservatory at ground floor level, alterations to existing outbuilding and internal alterations | See agenda item 3b above | | 12 | Email from chalc | West Cheshire Town and Parish Conference 2025 | | |  | | 13 | Email from PCSO Diana Wiggins | | February Marbury Report | | no issues in Great Budworth | | 14 | Email from Roy Poole | | offer to sell old maps of Great Budworth | | No interest | | 15 | Email from Lynn Gibbon | | Northwich North Parish Council Conference | | Clerk attended; devolution, flooding and road repair discussed | | 16 | Email from Lynn Gibbon | | Mersey Forest Plan Launch | |  | | 17 | Email from chalc | Community projects funding launch | | |  | | 18 | Email from Lynn Gibbon | | Nature Recovery Consultation | | Clerk completed | | 19 | Email from Manchester Airport | | | Barrierless Forecourts Information | | | 20 | Temporary Road Closure Notice | | Belmont Road | 24/3/25 | Clerk posted to website | | 21 | Temporary Road Closure Notice | | Heath Lane | 24/3/25 | Clerk posted to website | | 22 | Email from Lynn Gibbon | Big Conversation Toolkit | Mid cheshire hospitals nhs foundation trust engagement programme | Help shape the future of healthcare | Clerk posted to website | | 23 | Email from Lynn Gibbon | | Space Hive Crowd Funding launch | |  | | 24 | Email from chalc | Commemorating 80 yrs since WWII | | Mersey Forest initiative |  | | 25 | Email from chalc | Cheshire & Warrington Devolution Consultation | | webinar | Clerk attended | | 26 | Email from chalc | Simpler recycling waste duties | |  | Clerk forwarded to Parish Hall CIO | | 27 | Email from chalc | New date for West Cheshire Town and Parish Conference 2025 | | |  | | 28 | Email from Lynn Gibbon | | Spring Holiday Activities | | Clerk posted to website | | 29 | Email from SSE (agent) | | Meter readings at parish hall | | Clerk forwarded to Parish Hall CIO | | 30 | Letter from Natwest | Reduction in interest rates on 95 day access account | | |  | | 31 | Letter from pensions Regulator | Re-enrolment & declaration for Pension | |  | Clerk contacted NEST (pension provider) – in process of adding clerk as a delegate as all previous details and access not in emails or files | | 32 | Email from Lynn Gibbon | | Winnington Solar Park | Request to object | Clerk completed | | 33 | Email from Cheshire Police | | Operation Sceptre – knife sweep | | Saturday 24/5/25 | | 34 | Email from Manchester Airport | | Spring Community Flyer | | Clerk posted to website | | 35 | Email from Arley Hall | | Forward Notice of Fireworks – 17th & 18th May | | Clerk posted to website | | 36 | Email from chalc | Town & Parish Connections Online meeting – 22/05/25 | | | Clerk registered to attend | | 37 | Temporary Road Closure Notice | | Heath Lane | 07/05/2025 & 08/05/2025 | Clerk posted to website | | 38 | Email from chalc | Planning for Parish & Town Councils Training | | 03/06/2025 |  | | 39 | Email from PCSO Diana Wiggins | | March/April Marbury Report | | no issues in Great Budworth | | 40 | Email from Planning | Response to concerns over 50 Church Street | | 25/00996/FUL & 25/00997/LBC |  | | 41 | Email from Cheshire Community Action | | Writing Successful Funding Bids Training | |  | | 42 | Email from Cheshire Police & Crime Commissioners Office | | Survey – What do you know about the role of PCC? | |  | | 43 | Email from Cheshire Community Action | | Invitation to apply for Board Vacancy | |  | | 44 | Email from chalc |  | Phase 2 Narrow Rounds Recycling Collections | | Clerk posted to website | | 45 | Email from chalc |  | Online Training CW&C Code of Conduct | |  | | |
| **6** | **Email Management**  CC explained that there have been issues with gmail users not receiving emails for many months and she read out a statement by PKF Littlejohn (the current External Auditor) stating that emails may be added to the audit list and that all councils (borough/town/pc) should not be using personal emails to receive council business. The email server settings have been checked many times and are correct and CC cannot determine the cause of the problem, the best option is for all cllrs to move to a pc email. She will obtain the cost for the next meeting. | CC |
| **7** | **Civility & Respect Pledge**  At the last SLCC branch meeting that CC attended the Civility & Respect Pledge that all councils have been asked to sign up to was again discussed. Whilst many borough, town and parish councils have signed up to the pledge we have not. SJ asked what the real point of it was and whether it would make any difference to the running of our pc. CC explained that it showed our commitment to maintaining professionalism and acting in a civil and respectful manner with everyone especially as there are still issues within some councils with bullying and the like. SJ stated that a motion would need to be passed, CC confirmed that it would. SJ asked that the item be moved to the next meeting and details of the motion added to the agenda. CC will add it to the next agenda | CC |
| **8** | **Net Zero & Carbon Action Plan**  CC explained that councils are being asked to create an action plan to reduce their carbon footprint with recycling, moving to sustainable energy, improve building efficiency and acting more sustainably. Details have already been forwarded to the Parish Hall CIO who as managers of the parish hall are in the position to take such steps. |  |
| **9** | **Any other business**  No further business |  |

Confirmed date of next meeting, 07/07/2025

Meeting closed at 20:45

Abbreviations: pc (parish council), cllr (councillor), cllrs (councillors), cllrs’ (councillors’), cllr’s (councillor’s), CW&C (Cheshire West and Chester), GBPC (Great Budworth Parish Council)