

# MEETING OF THE HARGRAVE AND HUXLEY PARISH COUNCIL

**To the Members of Hargrave and Huxley Parish Council:** You are hereby summoned to attend the Parish Council Meeting on Sunday 7<sup>th</sup> September 2025 to be held in Hargrave Village Hall, which will begin at 5.00pm for the transaction of the business set out below.

Signed *Trudy Ryall-Harvey*, Clerk  
01/09/2025  
[clerk@hargravehuxleypc.co.uk](mailto:clerk@hargravehuxleypc.co.uk)  
07784 486 767

MEMBERS OF THE PUBLIC AND PRESS ARE INVITED TO ATTEND ALL COUNCIL MEETINGS  
(Public Bodies (Admission to Meetings) Act 1960)

## AGENDA

1.	<b>APOLOGIES</b>	and reason for absence.	Chair
2.	<b>DECLARATIONS OF INTEREST</b>	Members to declare any interest under the following categories: pecuniary, outside body and family, friend or close associate.	Chair
3.	<b>PUBLIC PARTICIPATION</b>	When members of the public may comment or raise questions regarding matters affecting the Parish. <i>(max. of 3 minutes per person without prior agreement with Chair and for a total of 20 minutes). This provides an opportunity for members of the public (who are not usually permitted to speak during the meeting except by special invitation of the Chairman) to participate by asking questions, raising concerns or making comments on matters affecting Hargrave and Huxley. No decision can be taken during this session, but the Chairman may decide to refer any matters raised for further consideration. N.B. Councils cannot lawfully decide items of business that is not specified in the summons/agenda (LGA1972 Sch 12, paras 10(2)(b) and Longfield Parish Council v Wright (1918) 88 LJ Ch 119</i>	
4.	<b>MINUTES</b>	To approve the minutes of the Parish Council meeting held on 6 <sup>th</sup> July 2025.	Chair
5.	<b>ACTIONS</b>	To receive updates on any actions from the minutes since the last meeting not otherwise on the agenda.	Chair
6.	<b>BUSINESS AND CORRESPONDENCE</b>	1) Public Rights of Way – (a) to receive a verbal update. (b) to review the spraying of weeds on the footpath on Huxley Lane and agree if a further spray is required. 2) Highways – to note the issues reported to Highways since the last meeting. 3) Speeding in Huxley – to receive an update report on the SID machine and it's recordings. 4) To agree the PC attendance at the Connections Locality Meeting (Rural): Wednesday 15 October 2025, 4:00pm to 5:30pm 5) To discuss flooding at a residents property following correspondence received from resident. 6) To note any other correspondence that has been received since the agenda was sent out.	MP LS SR Clerk Chair Clerk
7.	<b>PLANNING</b>	1) To note planning applications as listed on the planning register, including comments submitted since the last meeting and enforcement matters. 2) To receive comments on Planning Applications received after the agenda. 3) To note any update on Planning Enforcement Issues reported 4) A New Local Plan for Cheshire West and Chester – to note the response to the planning consultation that was submitted by the Parish Council.	MP/FH Clerk Clerk Chair
8.	<b>ACCOUNTS</b>	1) To accept the Cash Book and Out-turn (Forecast) to date. 2) Bank Reconciliation – to approve and sign. 3) To approve payments made since last meeting.	Clerk Clerk Clerk
9.	<b>PARISH COUNCIL MATTERS</b>	1. Working Group Meetings – to note the meeting notes and agree any recommendation from the following groups:-	LS

	<ul style="list-style-type: none"> <li>(a) CIL Money Working Group</li> <li>(b) Residents Survey Working Group</li> <li>(c) Neighbourhood Plan Review Working Group</li> </ul> <p>2. Millenium Gardens, Hargrave – to discuss the request to assist with the cost of the maintenance of this area</p> <p>3. Review the Parish Council Action Plan for 2025-26 and agree items for inclusion on Action Plan for 2026-27.</p> <p>4. To agree the Local Pay Rise for 2025-26 and the back pay until April 2025.</p> <p>5. To consider NALC's recommendation to move to a gov.uk domain.</p> <p>6. To review and agree the adoption of the Information Technology Policy for the Parish Council</p>	SR LS SN/RJ Chair	
10.	<b>DOWN OUR WAY</b>	To agree items that should be included in the next issues of Down our Way newsletter on behalf of the Parish Council.	CN
	<b>DATE OF NEXT MEETING</b>	Sunday 2 <sup>nd</sup> November 2025 at Huxley Village Hall at 5.00pm	

## MINUTES OF THE PARISH COUNCIL MEETING HELD ON 6<sup>th</sup> JULY 2025 AT 5.00PM AT HUXLEY VILLAGE HALL

In Attendance: Cllr C Warburton

Cllr R Jones

Cllr C Nicholls

Cllr M Pilkington

Cllr S Ratledge

Cllr L Sackett (Chair)

Cllr S Martin

Members of the Public: 1

**APOLOGIES:** Apologies were received and accepted from Cllr F Halton due to a previous commitment and Cllr Bird due to ill health.

**DECLARATION OF DISCLOSABLE INTERESTS** - None were received.

### PARISH COIUNCIL VACANCIES

Cllr Sackett reported that she had received an application from Catherine Warburton to become a Parish Councillor, and proposed that Catherine be accepted to fill the current vacancy, this was seconded by Cllr Jones and unanimously RESOLVED 25/019 that Catherine Warburton be co-opted onto the Parish Council until May 2027.

Cllr Sackett asked for it to be put on record that she wished to thank Mr Roscoe for all his time on the Parish Council.

### PUBLIC SESSION

A resident attended and asked the Parish Council for an update on the planning application opposite the Church, Cllr Sackett confirmed that she had noted that there had been 18 responses to the consultation from the public and consultees and these are available for viewing on the planning portal and all of these responses were opposed to the application. It was noted that a Case Officer had not yet been assigned to the application and until that time the application would not be taken forward. The Parish Councillors discussed the application and the impact on the open countryside and lack of amenities and public transport in the area.

*One resident left the meeting.*

### MINUTES

RESOLVED 25/020 that the Chairperson signs, as a true and correct record, the minutes of the meeting held on 4<sup>th</sup> May 2025 proposed by Cllr Nicholls and seconded by Cllr Jones.

**ACTIONS** – nothing discussed.

## BUSINESS AND CORRESPONDENCE

### Public Right of Ways

Cllr Sackett reported that following the spraying of weeds on the footpath on Huxley Lane in May the Parish Council was asked to consider if a further spray was required. It was discussed and RESOLVED 25/021: that a further spray is required as soon as possible.

The siding out of the footpath was discussed and it was highlighted that the majority of the quote for the siding out project was the disposal of the waste material. Cllr Ratledge therefore undertook to ask the local farmer if they would be willing to take the soil and vegetation from the footpath if the sided out of the footpath took place from Brackenfield, Huxley Lane to the Inn at Huxley.

Empty Homes Update – It was reported that the Clerk had again chased the Empty Homes Officer and received the following response back:-

The letter that CWaC sent has come back within the last 10 days as undeliverable, there is no forwarding address for the owner available.

CWaC have confirmed that they will look at further options to source an alternative address, however with the classification, minimal impact on neighbouring properties and low score across the Empty Homes factors, they would not be in a position to consider enforcement action and would not consider this property for Compulsory Purchase. Therefore, unless or until they are able to establish contact or significant issues arise, they will not be taking any further action on the case.

**ACTION:** Cllr Pilkington to send pictures of overgrown vegetation onto the footpath outside the property to the Clerk for her to report.

**ACTION:** Cllr Pilkington to speak to neighbours to find out if they have contact details for the owners.

Cllr Pilkington provided a verbal report to the Parish Council, confirming that the Parish Council were now in receipt of the 2in1 gate and kissing gates from Cheshire West for installing on Church Lane, Huxley. Additionally the Parish Council have been in touch with the landowner for the unofficial footpath near Gatesheath and they have confirmed we are able to install kissing gates on their footpath. The Parish Council RESOLVED 25/022 unanimously to proceed with the purchase and installation of the kissing gates/pedestrian gates for this site.

Cllr Pilkington reported that the Bridleway was getting overgrown again, it was reported that CWaC were supposed to have cleared this area recently. **ACTION:** Clerk to chase as this has not been cleared.

Highways – It was reported that Cllr Sackett had recently met with the Highways Engineer for CWaC to raise concerns about the condition of Church Road outside of the Primary School, this was discussed together with the unofficial layby and other matters. A verbal report was provided to the meeting. The Highways Engineer said that resurfacing this stretch of road from the T junction was a priority but was unable to provide a timescale. The blocked gully outside Ivy Cottages on Hoofield Lane was also viewed and agreed that action by Highways was required.

**ACTION:** Councillors were asked to report potholes on Church Lane.

**ACTION:** Update the website to state that the Parish Council can't actually repair pot-holes, Councillors do report it.

**ACTION:** Report missing yellow lines on the Church Lane outside the primary school.

**ACTION:** The Clerk was asked to contact CWaC to find out when they were scheduled to road sweep the area.

A list of all issues that the Clerk was aware that had been reported to CWaC and required actioning was circulated around the Parish Council and discussed. Parish Councillors were encouraged to share any other issues that they had raised with CWaC via the Report It App to the Clerk so she could compile and monitor all issues.

Assets – Cllr Pilkington reported on the following assets in Hargrave. The Bench needs replacing in memorial garden – ask if Ward Councillor Mike Jones would be willing to fund a replacement bench.

Bus Shelter needs preservative painting on it. ACTION: check to see if Cllr Halton and other volunteers would be willing to undertake this.

Replacement Noticeboard – ACTION: Clerk to seek quotes for a replacement noticeboard.

Millenium Owl – review again.

Cllr Martin confirmed that all assets in Huxley were ok and no maintenance was required for this year.

Speeding in Huxley – Cllr Ratledge reported that in the last two months, the SID recorded 60k vehicles travelling from the T Junction with Red Lane and Long Lane towards Huxley.

15.9 % were travelling over speed limit. However, 12.4% of those were only just over limit between 40-45 mph. 3.5% were doing more than 5 mph over the limit.

ACTION: It was agreed to switch on the bio-directional settings and turn the SID machine around.

ACTION: Put full report onto the website.

Residents Survey – the results of the recent residents survey were circulated prior to the meeting and discussed at the meeting.

ACTION: It was agreed to arrange a Working Group meeting to review and prepare a response /action plan.

Let's Talk about Transport Consultation – it was reported that Cheshire West and Chester Council were carrying out a transport consultation and parish councillors and residents were encouraged to respond.

ACTION: Put the consultation information on the noticeboard.

ACTION: Add to the Hargrave and Huxley Facebook site.

ACTION: Advertise the Community Bus/Dial a Bus on noticeboard and website.

ACTION: Cllr Nicholls to explore setting up a Parish Council Facebook site to link information to the Hargrave and Huxley Facebook site.

ACTION: Parish Council to respond on behalf of the residents to say that they are disappointed that there is limited service in rural areas.

#### Other Correspondence

Cheshire West and Chester Local Plan issues and options (Regulation 18) consultation. The consultation will run until Friday 29 August 2025.

The new Local Plan will identify how much development is required in Cheshire West, including for housing, retail and employment uses and the plan will need to allocate sites to deliver the development needed.

This consultation is the first formal stage of producing a new Local Plan, and are seeking views on how and where to accommodate new development, including identifying potential growth areas around settlements. The consultation sets out possible policy approaches across a range of subject areas including transport, protection of the environment and infrastructure.

ACTION: It was agreed that the Neighbourhood Plan Working Group would review this and provide a response back.

ACTION: Put Local Plan Consultation Poster on the website.

## PLANNING

The Planning Register dated 27/06/2025 was accepted and changes to the planning register from last meeting were noted.

It was noted that the following consultation had been undertaken since the last meeting:-

- 25/01502/PIP – Land at Long Acre, Mill Lane, Huxley – erection of 1 self-build dwelling and associated infrastructure works - the Parish Council *objected* to this application.
- 25/01594/PIP – Land Adjacent to St Peters Church, Church Lane, Hargrave – Erection of 7 dwellings and associated infrastructure works – the Parish Council *objected* to this application.

It was noted that the following consultation had been determined since the last meeting:-

- 22/02826/FUL – Hall House Farm, Hatton Hall Farm, Hatton, Chester CH3 9AP – Erection of hay and straw store, farm machinery dry store and solar plant room together with installation of 3 x 50m lengths of solar/PV panels. This application had been *approved*.
- 23/03201/FUL – Brook House, Hoofield Lane, Huxley, Chester CH3 9BR – The installation of 62 ground mounted solar panels. This application had been *approved*.

The following Planning Enforcement updates were received:-

- EN662284832 – 23 Huxley Lane, Huxley CH3 9BG – it was reported that the Planning Department had been in contact with the owner and discussed the issues raised regarding the wooden outbuilding in the rear garden of 23 Huxley Lane, Huxley. The building appears to comply with the Permitted Development regulations in terms of its size, location and use. Therefore there appeared to be no breach of planning control and this issue was closed.
- EN608792464 – The Croft, Corner of Huxley Lane & Long Lane – site has been developed into a bit of a scrap yard – Planning Enforcement has been in touch with the owners of the site and asked them to clear up the materials (not required for agriculture or forestry) which were accumulating. The Planning Enforcement Officer confirmed that they have now done this, and the site does look much better.

## FINANCIAL ITEMS

### Cashbook and Out-turn Forecast YTD

RESOLVED 25/023 Year to date cashbook and out-turn report dated 30/06/2025 was approved as a true and correct record.

Bank Reconciliation against Cashbook YTD – RESOLVED 25/024 – that Cllr Nicholls signed the Bank Reconciliation and Bank Statements.

### Payments for approval:-

RESOLVED 25/025 to accept the income and payments list above since the last meeting for approval.

#### **Income received since the last meeting for approval**

Date	Payable to	Gross Amount	Comment
09/05/2026	Bank Interest	£18.38	Monthly Bank Interest
09/06/2025	Bank Interest	£17.88	Monthly Bank Interest

#### **Payments made since the last meeting for approval**

Date	Payable to	Net Amount	VAT	Gross Amount	Comment
06/06/2025	PQR Limited	£66.00	£13.20	£79.20	Payroll Services for Q1 & Q2
19/05/2025	Service Charge	£4.25	£0.00	£4.25	Bank Charges

17/06/2025	Service Charge	£4.25	£0.00	£4.25	Bank Charges
19/05/2025	P J Hellmers Ltd	£175.00	£35.00	£210.00	Maintenance Work on Huxley Footpath
20/05/2025	Hargrave PCC	£28.00	£0.00	£28.00	Hall Hire for PC mtg
25/06/2026	Mrs T Ryall-Harvey	£347.01	£0.00	£347.01	Salary Tax Month 3

**Payments not yet made for approval**

Payable to	Net Amount	VAT	Gross Amount	Comment
Mrs T Ryall-Harvey	£347.01	£0.00	£347.01	Salary Tax Month 4
Mrs T Ryall-Harvey	£79.67	£9.54	£89.21	Expenses

**PARISH COUNCIL MATTERS**

**Policy Schedule Review**

Following the circulation of the revised policies and procedures it was unanimously RESOLVED 25/026 to accept these updated policies and procedures listed below and review again in May 2026:-

- Staff Absence Policy
- Disciplinary Procedures
- Grievance Procedures
- Standing Orders

**Working Group Meetings**

The notes of the recent working group meeting to discuss how to spend the CIL money was circulated prior to the meeting and it was unanimously RESOLVED 25/027 to approve the recommendations brought to the meeting as listed below:-

- To purchase 1 x kissing gate and 2x galvanised pedestrian gates with springs and install on unofficial footpath from Gates Heath to Hatton Nook and pay for the installation.
- The Parish Council to purchase 2 x 20kg bags of daffodils and explore volunteer and costing to plant them.  
ACTION: undertake a joint Happy Days Planting/Litter picking event to plant the daffodils on 11<sup>th</sup> October.

Cllr Sackett, Cllr Nicholls and Cllr Jones reported upon a Neighbourhood Plan working group meeting they had held and provided the meeting with a verbal report.

**Training**

The Clerk reminded Parish Councillors that there was training available and sought clarification if any Parish Councillor wished to undertake an specific training.

- 22<sup>nd</sup> July – for Induction to Councillors and Clerk's – Catherine Warburton

**Purchase of Poppy Wreath**

The Clerk sought confirmation that the Parish Council wished to purchase a Poppy Wreath for Remembrance Sunday in November. It was unanimously RESOLVED 25/028 that the Parish Council would purchase a Poppy Wreath this year.

**DOWN OUR WAY** – items for inclusion in the next issues of Down Our Way was sought.

**NEXT MEETING**

The next meeting will be the Parish Council Meeting and will take place on Sunday 7<sup>th</sup> September 2025 at 5.00pm in Hargrave Village Hall.

The meeting closed at 18:56

Signed:.....

Dated:.....

## Issues logged with Cheshire West and Chester Council

Date logged	Call no	Fault type	Description	Update
20/08/2025	HW742467903	Highway maintenance - Pothole	there are a couple of potholes, from the T junction with Huxley Lane/Long Lane up to the lane down to Mill Farm	
20/08/2025	HW742470041	Highway maintenance - Pothole	outside Laurel Bank and please also check potholes along this road to outside Huxley Primary School	. I have visited site today and although there are several areas of deterioration along this section of road, it doesn't meet the criteria required for action. That said, I have requested that this road be added to the future resurfacing programme and should be given priority status.
13/07/2025	HW730859390	Highway maintenance - Pothole	Outside Bank Cottage on footpath	
09/07/2025	HW725463644	Resurfacing/lining	Church Lane Huxley	We are currently awaiting confirmation on whether funding is available for the resurfacing of Church Lane during this financial year. We should know more within the next 4 - 6 weeks; we can update you once we know.  If the resurfacing is confirmed to take place this year, we shall wait for the road markings to be replaced as part of the scheme. If not, we will arrange works for the markings to be refreshed
09/07/2025	HW729785408	Highways Maintenance - Road Markings	Faded yellow lines outside Primary School require repainting.	There are plans to resurface this road and I have requested that fresh lining is put down once this work is carried out.
09/07/2025	HW729787217	Highways Maintenance - Street Name Place	Missing Street Name Plate on junction of Chapel Lane/Church Lane, Hargrave	
09/07/2025	HW729789688	Highway maintenance - Pothole	From the T junction to outside Huxley Primary School	There are plans to resurface this road and I have requested that fresh lining is put down once this work is carried out.
09/07/2025	SS729898927	Hedge & Shrubs	overgrown hedge on footpath outside the Old Post Office, Chapel Lane, Hargrave	

24/06/2025	HW725461889	Highway maintenance - Pothole	There are a number of issues along this road from the T junction with Huxley Lane down to the pond on the bend. There are several potholes and the carriageway is subsiding in an area from the pond to Meadowcroft.	
19/06/2025	HW724393316	Highway maintenance - Pothole	Guy Lane, Chester, United Kingdom, CH3 7RZ - Outside Ford Farm	Our investigation has been completed and work has been scheduled. Work is prioritised according to risk
18/06/2025	HW724209261	Street Name Plate - Damaged/unsafe	Missing sign for Hargrave	Our investigation has been completed and work has been scheduled. Work is prioritised according to risk
18/06/2025	HW724210740	Carriage way - Damage at side of road	missing white lines on Huxley Lane/Red Lane Junction	Our investigation has been completed and work has been scheduled. Work is prioritised according to risk
13/05/2025	HW714101578	Street Lighting - Bollard Missing	Chevron sign that was at the corner of Long lane and Golden Nook Bridge have disappeared	Action identified - to be scheduled
13/05/2025	HW714102503	Grid/Drain - Blocked	Blocked gully outside The Beeches, Huxley Lane	Action Identified - to be Scheduled
01/10/2024	HW651275093	Highway maintenance - Gully/Drainage	Outside Ivy Cottage, Hoofield Lane	Action Identified - to be Scheduled
06/01/2025	HW675995053	Highway maintenance - Condition of Sign	in ditch opposite the junction to Mill Lane	Our investigation has been completed and work has been scheduled. Work is prioritised according to risk
05/01/2025	HW574763236	Highway maintenance - Gully/Drainage	standing water on junction of Guy Lane and Martins Lane	Our investigation has been completed and work has been scheduled. Work is prioritised according to risk

## Planning Register 2023-24

Date	Application Number	Address	Description	PC View	CWaC Decision Status
Wed 31 Jan 2024	24/00014/FUL	Barn At Bridge Cottage Whitchurch Road Saighton Chester CH3 9AU	Demolition of two agricultural buildings, and conversion and extension of a further barn to create a single dwelling.	The applicant's planning support statement says that the barn is on previously developed land, it is not the case as it is on agricultural land, as according to the NPPF agricultural land does not count as previously developed land. The fact that the barn is in green belt means that extensions to buildings may also be considered to accommodate.	Awaiting Decision

## Planning Register 2024-25

Date	Application Number	Address	Description	PC View	CWaC Decision Status
24-Apr-24	EN608792464	The Croft, Corner of Huxley Lane & Long Lane	It has had a barn on it for a number of years and in the past ponies have been grazing on there. It has become a bit of a scrap yard and the resident thinks a business is running from there.	With regards to the hardstanding planning permission would be required, however provided they you don't go much further into the field with hardcore or the concrete sleepers planning enforcement would not look to take the matter further. We understand the need to be able to access the field and have a small area to store and park items needed for the agricultural holding.	CWaC have served a Planning Contravention Notice to gather more information. It is now with Planning Enforcement to consider next steps.
25-Jul-24	EN633593315	End of Old Hall Lane, Hargrave.	Static Caravan, container and concrete planks have been installed in field without prior planning approval.	The caravan on site when used as a welfare unit would be fine. If it begins to be used for a permanent residential unit, planning permission would be needed. I have asked some questions about wastewater or foul water?	This will likely be an enforcement notice, we just need to be sure of what we are enforcing, why and the planning considerations.
21-Oct-24	24/02969/FUL	Stapleford Mill Farm Ryecroft Lane Bruen Stapleford Chester CH3 8HH	Demolition of existing barn buildings. Erection of two storey dwelling, garden room, garage and office	No observations	
Mon 6 Jan 2025	EN676019987 - 25/00010/EBCN	Rural Shop building at The Inn at Huxley	Following the shop closing - the building should have been demolished within three months and the land restored within 1 month of the demolition.		
Fri 17 Jan 2025	24/03633/FUL	Lane End Farm Leadgate Lane Clotton Chester CH3 9BT	Two storey extension	No Objections	
Thur 13 Feb 2025	EN687229270 - 25/00068/EOPDEV	The Beeches, Huxley Lane, CH3 9BG	Brick built stable block being erected.		
Fri 01 Nov 2024	24/03261/FUL	Land At Guy Lane Foulk Stapleford Chester Cheshire	Change of use of land for dog walking/training, hardstanding for parking with turning area and new access.	No Objections	
Thur 27 Mar 2025	EN700441835 - 25/00131/EENGOP	Green Farm, Huxley Lane, Huxley	New pipe work has been laid from the land at the back of Green Farm that is being fed into the ditch on the roadside which presumably will go into the River Gowy.		

## Planning Register 2025-26

Date	Application Number	Address	Description	PC View	CWaC Decision Status
04-Apr-25	25/00142/FUL	Greenlooms Farm Martins Lane Hargrave Chester CH3 7RX	Conversion of barns to three dwellings	<p>The Parish Council note that this application is for 3 x four bedroom conversions which is bigger than the previous application that was withdrawn.</p> <p>There is no mention about the public right of way that presently runs through the farm and how this will be managed – will it remain in place?</p> <p>The Parish Council note that the redevelopment of barns is in line with the neighbourhood plan, and the elevations appear to be relatively unchanged.</p> <p>The planning statement makes no reference to the neighbourhood plan – please be aware when considering this planning application that there are specific details relating to materials within the Parish's Neighbourhood Plan.</p> <p>The Parish Council asked that there is provision made for the barn-owl habitats and ask that this be captured within the planning application.</p>	Approved
10-Apr-25	25/00859/FUL	Long Acre Mill Lane Huxley Chester CH3 7RQ	Demolition of the existing rear extension and car port, and erection of single storey rear extension and front porch	No Objections	
Tue 13 May 2025	25/01502/PIP	Land At Long Acre Mill Lane Huxley Chester	Erection of 1 self build dwelling and associated infrastructure works	Objected	
Thu 22 May 2025	25/01594/PIP	Land Adjacent To St Peters Church Church Lane Hargrave Chester	Erection of 7 dwellings and associated infrastructure works	Objected	
14-Aug-25	24/03726/FUL	Hargrave Hall Church Lane Hargrave Chester CH3 7RH	Erection of a storage building and construction of manège.	<p>Parish Councils feel that the height of the roof this is 15 foot to the apex may have a visual impact on the area and would like to see this reduced.</p> <p>The Parish Council would also like to ensure that the facilities were for personal use only and there should be no external lighting</p>	

Dated: 28/08/2025

REF – Appeal

S73 – Minor material amendments

LDC – Lawful Development Certificate

TPO – Tree Preservation Order

COU – Change of Use

LDC – Lawful Development Certificate  
AGR – Agricultural Application  
CAT – Conservation area tree  
FUL – Full Application  
LBC – Listed Building consent  
PDQ – Agricultural Buildings to Dwelling Houses

## Outturn 2025-26

Updated 27-08-2025

Budget Element		Outturn 2025-26										2025-26			Commentary				
		Due Date	Calc. %	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Actual	Budget	Variance	
<b>EXPENDITURE</b>																			
<u>People</u>																		Costs include VAT	
Clerk & HMRC	Monthly			347	347	347	347	347	347	347	364	364	364	364	364	4,361	4,361	-0	
Professional service																			
Insurance	Yearly																		
Internal Audit	Yearly																		
External Audit	Yearly																		
Payroll Services	Monthly																		
<b>General Services</b>																			
Admin/Website																			
Bank Charges																			
Room Hire																			
<b>Admin &amp; Expenses</b>																			
Expenses	Monthly																		
Chairman's Allowance																			
Training																			
CHALC Membership	Yearly																		
SILC Membership	Yearly																		
Other Membership	Yearly																		
Data Protection fee	Yearly																		
Elections	4 Yearly																		
<b>Projects</b>																			
Defibrillator																			
Road Safety Measures																			
Community Clean-up																			
Street Furniture Maintenance																			
British Legion Wreath																			
Ad Hoc Beneficial Items (SL37)																			
<b>CIL Expenses</b>																			
Maintenance of Kerbline and Footpath Huxley																			
Other Projects																			
Bush Planting																			
Public Right of Way Upgrades																			
Inflation %																			
Contingency % of above																			
<b>TOTAL CASH OUT</b>				351	1,971	430	697	1,530	764	690	2,157	799	594	383	1,167	11,534	11,088	-446	
<b>RECEIPTS</b>																			
Precept					6,360	22	18	18	15	25	25	22	22	22	22	6,360	6,360	0	
Bank Interest		0.80%			115											995	995	-26	
VAT recovery																0	2,500	2,500	
CIL Money																	3,505	3,505	
Money taken from Reserves																	0	0	
Other																	0	0	
<b>TOTAL INCOME</b>					6,497	18	18	15	15	1,701	325	25	1,576	422	22	522	11,174	11,085	-89
Transaction Cash Flow					4,782	-544	-283	-437	-283	-309	-400	-283	-452	-283	-732	-360	-360	-3	
<b>PROJECTS FROM RESERVES</b>																			
Carry over of upto 1 year Precept																			
Churchyard Grant																			
Budget for Mid-term Elections																			
Village Gates																			
Earmarked Money																			
Community Infrastructure Levy																			
Maintenance Budget																			
Wooden Sculptures																			
Defibrillator																			
Noticeboards																			
<b>TOTAL</b>					27908	0	0	0	0	0	0	0	0	0	0	995	27,908	26,913	

CHARGRAVE & HUXLEY PARISH COUNCIL FINANCIAL TRANSACTIONS 2025-26

## RECONCILIATION

Current Account	£2,588.49
Other account	£26,905.38
<b>TOTAL</b>	<b>£29,493.87</b>
<b>Less Uncleared Cheques</b>	<b>£0.00</b>

£0.00

Prepared by Clerk: *J Ryall-Harvey*  
Date: 27/08/2025

Hargrave and Huxley Parish Council  
Bank Reconciliation to Cashbook  
Presented at Council Meeting - Sunday 7th September 2025

Balance show on Cashbook	
Lloyds On-Line Accounts at 27th August 2025	
Treasurers Account	£2,588.49
Deposit Account	£26,905.38
Less: Unpresented payments	
<b>TOTAL</b>	<b>£29,493.87</b>
Less: Payments on Cashbook not yet made	£0.00
Plus: Deposits on Cashbook not yet credited	0
	<b>£29,493.87</b>
Reconciliation	YES

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COMMUNITY ACCOUNT [REDACTED]  
HARGRAVE AND HUXLEY PARISH COUNCIL

£ 2,588.49 Current balance

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HARGRAVE & HUXLEY PC - DEPOSIT ACCOUNT [REDACTED]

£ 26,905.38 Balance

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[Earn up to 2.77% AER with a business savings account](#)

# HARGRAVE AND HUXLEY PARISH COUNCIL

## Action Plan 2025-26

	Issue	Action	Lead	Resource Implications	Timescales
<b>Crime &amp; Community Safety</b>					
1.	Speeding through the village.	Monitor using SID and liaise with PCSO.	All Parish Councillors	NIL	Regular and frequent monitoring
2.	Fly Tipping	Report to CWaC	Clerk	NIL	As and when required
<b>Events &amp; Activities</b>					
3.	Remembrance	Poppy Wreath	M Roscoe	£25 Purchase of Poppy Wreath	October-November
4.	Community Cleanup Events	Maintain twice yearly cleanup events	C Nicholls	NIL	April & Oct
<b>Communication</b>					
5.	Communication of Parish Council activities	Include information of Parish Council meetings, vacancies and other important information in Down Our Way	C Nicholls	NIL	Monthly
		PC Website	Clerk	NIL	Bi-monthly
6.	Parish Meeting	Organise Annual Parish Meeting to allow groups within the Parish to report activities that have been carried out to the Parish Council	Chair/Clerk	NIL	March
7.	Community Engagement Opportunities	Improve Community Engagement via village events and 'Down our Way'.	Parish Councillors	NIL	Bi-monthly
<b>Environment</b>					
8.	Hedges	Monitor and report any overgrown hedges	All Councillors & Residents	NIL	Review ½ yearly (March & Sept)
9.	Street Furniture	Undertake Audit of all PC Street Furniture Assets and establish and maintenance requirements	S Martin/ M Roscoe	£150	Review ½ yearly (March & Sept)
10.	Bulb Planting	Undertake rolling program of planting daffodils, tulips, snowdrops, bluebells etc around the Parish	All Councillors	£250	Annually

# HARGRAVE AND HUXLEY PARISH COUNCIL

## Planning, Enforcement & Neighbourhood Plan

11.	Neighbourhood Plan	Review every five years and or when CWaC's Local Plan is revised	All Councillors	NIL	Next Review – 2025 or before depending on when CWaC revised Local Plan is adopted.
12.	Planning Applications	Review all planning applications against neighbourhood plan and circulate suggested response around Parish Council for approval.	All Councillors /Clerk	NIL	As and when required.
13.	Enforcement Issues	Report Enforcement Issues brought to the Parish Council's attention to CWaC and monitor.	All Councillors /Clerk	NIL	As and when required.

## Highways

14.	Traffic Speed Calming	Investigate traffic calming measures with CWaC and the Police.	All Councillors	To be agreed.	On-going
15.	Potholes and Highways/signs Damage	Report all potholes and highways/signs damage issues brought to the parish council's attention to CWaC and monitor.	Councillors /Clerk	NIL	As and when required.
16.	Gullies, Gutters, Grid & Ditches	Monitor and report any blocked gullies, gutters, grids & Ditches	All Councillors & Residents	NIL	Bi-monthly review
17.	Highways Weeding	<ul style="list-style-type: none"> <li>- Report all highways weeding issues brought to the parish council's attention to CWaC and monitor.</li> <li>- Work with external company to ensure the weeding along the Huxley Lane footpath is maintained and kept to a minimum.</li> </ul>	Councillors /Clerk	<p>NIL</p> <p>£550</p>	<p>As and when required.</p> <p>Quarterly weedkilling and annual brushing.</p>

# HARGRAVE AND HUXLEY PARISH COUNCIL

Public Rights of Way					
18.	Footpath Accessibility	<ul style="list-style-type: none"> <li>- Report all footpath accessibility issues brought to the parish council's attention to CWaC and monitor.</li> </ul>	M Pilkington /Clerk	NIL	As and when required.
19.	Maintenance /replacement of stiles	<ul style="list-style-type: none"> <li>- Report all stile damage issues brought to the parish council's attention to CWaC and monitor.</li> <li>- Identify Public Rights of Way paths that may benefit from the installation of kissing gates, but due to maintenance they do not require replacing by CWaC and liaise with landowners to support the installation to make footpaths more accessible for all</li> </ul>	M Pilkington /Clerk  Parish Council	NIL  £2,950	As and when required  As and when required

Community Resources					
20.	Training	Identify training needs of Clerk & Parish Councillors:- Planning Training <ul style="list-style-type: none"> <li>- by other PC or Clerk</li> <li>- CWaC Planning Department.</li> <li>- Neighbourhood Development Update Training</li> </ul>	Councillors/ Clerk	£190	