

# 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 2<sup>nd</sup> November 2025 to be held in Huxley Village Hall, which will begin at 5.00pm for the transaction of the business set out below.

Signed *Trudy Ryall-Harvey*, Clerk  
26/10/2025  
[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.	APOLOGIES	and reason for absence.	Chair
2.	DECLARATIONS OF INTEREST	Members to declare any interest under the following categories: pecuniary, outside body and family, friend or close associate.	Chair
3.	PUBLIC PARTICIPATION	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.	MINUTES	To approve the minutes of the Parish Council meeting held on 7 <sup>th</sup> September 2025.	Chair
5.	ACTIONS	To receive updates on any actions from the minutes since the last meeting not otherwise on the agenda.	Chair
6.	BUSINESS AND CORRESPONDENCE	1) Public Rights of Way – (a) to receive a verbal update. 2) Highways – to note the issues reported to Highways since the last meeting. - To receive a verbal report following the attendance at the CWaC Connections Highways event 3) Speeding (a) in Huxley – to receive an update report on the SID machine and it's recordings. (b) on Guy Lane – to receive a verbal report of issues raised by residents. (c) Accident on Long Lane – to receive a verbal report on a recent accident. 4) To receive a verbal report following the attendance at the Connections Locality Meeting (Rural): Wednesday 15 October 2025. 5) Community Litter Picking & Volunteer Day Events – to receive a verbal update following the two events. 6) United Utilities – to discuss recent correspondence between the PC and United Utilities and agree any further steps. 7) To discuss and agree any actions to be carried out by the Parish Council with regards to the request for the PC to fund the maintenance of the Millennium Garden in Hargrave. 8) To discuss the reported incident of Japanese Knotweed in Hargrave. 9) To note any other correspondence that has been received since the agenda was sent out.	MP LS LS SR RB LS/CN LS/CN LS LS LS LS Clerk
7.	PLANNING	1) To note planning applications as listed on the planning register, including comments submitted since the last meeting and enforcement matters.	MP/FH

		2) To receive comments on Planning Applications received after the agenda. 3) To note any update on Planning Enforcement Issues reported	Clerk
8.	ACCOUNTS	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.	PARISH COUNCIL MATTERS	1) To review and approve the adoption of the draft Action Plan for 2025-26 2) To review and approve the draft Grant Giving Policy. 3) To receive an update on the conversion to a gov.uk website. 4) To receive an update and agree any recommendations following any working group meetings that have taken place since the last PC mtg:- - CIL Money Working Group - Neighbourhood Planning Working Group	Clerk Clerk Clerk LS
10.	DOWN OUR WAY	To agree items that should be included in the next issues of Down our Way newsletter on behalf of the Parish Council.	CN
	DATE OF NEXT MEETING	Sunday 2 <sup>nd</sup> November 2025 at Huxley Village Hall at 5.00pm	

## MINUTES OF THE PARISH COUNCIL MEETING HELD ON 7<sup>th</sup> SEPTEMBER 2025 AT 5.00PM AT HARGRAVE VILLAGE HALL

In Attendance: Cllr R Bird  
Cllr F Halton  
Cllr C Nicholls  
Cllr M Pilkington  
Cllr S Ratledge

Cllr L Sackett (Chair)  
Cllr S Martin  
Cllr C Warburton  
Members of the Public: 1

**APOLOGIES:** Apologies were received and accepted from Cllr Mike Jones (Ward Councillor) due to family commitments.

**ABSENT:** Cllr R Jones

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

### PUBLIC SESSION

A member of the public attended the Parish Council meeting to introduce himself and his family business that organises road running races and he is hoping to organise an event in Huxley identifying a 5 mile fast route that he feels would be popular with the running community. This would be something that he thought could be organised for June – September next year as he would require the use of local fields for parking. He was proposing that the event would start and finish at the primary school and he would look to work with the primary school and donate sports equipment for them should the event move forward. He estimated that there would be initially around 200/300 runners for the first year and this may increase depending on the popularity of the event. He proposed that a road closure would be in place from 9am until 10.30am when the race would be completed and it would take place on a Sunday. The Parish Council thanked the member of the public for coming to tell the Parish Council about this proposed event and asked that he share the date once it had been agreed with the Parish Council. He was told that the community Happy Days event is the end of June so to try and avoid these dates.

*One member of the public left the meeting.*

### MINUTES

RESOLVED 25/029 that the Chairperson signs, as a true and correct record, the minutes of the meeting held on 6<sup>th</sup> July 2025 proposed by Cllr Ratledge and seconded by Cllr Nicholls

### ACTIONS

Empty Homes Update – following the last meeting an update was provided to the meeting following correspondence from the Empty Homes Office of Cheshire West. Additionally, residents had made Parish Councillors aware that there was suspected knotweed in the back garden and the state of the hedge/fence onto the pavement outside the property of the Old Post Office, Hargrave. The Clerk confirmed she had reported the overhanging hedge via the Report It app for Cheshire West and Chester Council.

Cllr Pilkington reported that she had spoken to the neighbours but has not been able to gain any further contact details for the owners.

The Parish Councillors discussed if there was any way that the Parish Council could contact the property owners but as this was proving difficult and the Empty Homes dept at CWaC were not willing to take action – it was agreed not to take this forward any further at this time.

#### BUSINESS AND CORRESPONDENCE

Public Right of Ways - Cllr Pilkington reported that the 2in1 gate and kissing gates had been received from Cheshire West for installing on Church Lane, Huxley and this work had now been completed. Additionally following the last meeting the pedestrian gates and kissing gate had now been installed on the permissive footpath near Gatesheath which now allows access into the parish of Tattenhall.

A further meeting with the PROW Officer was being planned on 10<sup>th</sup> September to walk to the Brock Holes to look at the condition of the stiles on the Eddisbury Way. Cllr Sackett confirmed that she would raise the broken stile on FP3 and the poor condition of the bridge and rickety stile on the footpath past Brereton Park Farm. It was also reported that a stile had been removed on the footpath to Golden Nook but as a lot of the fence is also down it was reported that the footpath was clear to walk.

It was also reported that the Bridleway had been strimmed and was now accessible again.

Cllr Sackett reported that the footpath on Huxley Lane had been sprayed again in July.

**ACTION:** It was agreed to undertake a Volunteer Day on 25<sup>th</sup> October to try to get volunteers to side out the footpath along Huxley Lane, this should be advertised in the next Down own Our Way.

Millennium Gardens, Hargrave – a resident had contacted the Parish Council with regards to the Millennium Gardens in Hargrave and sought assistance with the maintenance of this area. Maintenance duties include: cutting hedges between gardens and graveyard along-side the road, prune the dogwood, and general tidy-up and weeding twice a year. It was suggested that the Church Environment Group be asked to take on this as a joint initiative.

**ACTION:** Liaise with the Moulson Trust to see if assistance in the maintenance of the gardens can be obtained.

Highways – An updated 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. Issues that had been added and those that had been resolved were highlighted at the meeting.

Flooding in Huxley – The Chair reported that she had received information from a resident following experiencing bad floods in 2023, they have since had two other small floods which left debris on paths and patios. They have been in contact with Cllr M Jones (Ward Councillor) and CWaC and have asked when CWaC intend on cleaning the drains.

The Chair reported to the meeting that CWaC attended a couple of weeks ago and reportedly cleared a blockage between the gully outside of Greenfield Cottage and the main carrier line in the footway on the opposite side of Huxley Lane, following this the standing water cleared, however it was reported that silt was partly covering the connection in the gully post and CWaC have raised an ad hoc gully cleanse to ensure it is functioning at maximum capacity.

**ACTION:** Clerk to check if this ad hoc gully cleanse had been undertaken.

Speeding in Huxley – Cllr Ratledge reported that the SID had been moved to outside the Primary School and he had circulated the most recent recorded speeds for vehicles travelling along Huxley Lane. He was pleased to report that only 18% of the vehicles travelling along Huxley Lane were breaking the speed limit and of that 14% were only breaking the speed limit by a maximum of 5 miles, the average speed limit was noted to be 35 miles per hour.

It was reported that since the SID had been removed from Huxley Lane it was felt that drivers had speeded up. Therefore it was suggested that the CIL Working Group should consider the installation of a VAS or an alternative SID.

ACTION: Include in next CIL Working Group.

ACTION: Include SID report on website to share with residents.

ACTION: Check with Beeston PC what make and model of SID they have purchased.

ACTION: Check when CWaC are undertaking the Speed Monitoring.

Connections Locality Meeting on Wednesday 15<sup>th</sup> October – The clerk sought names of two Parish Councillors prepared to attend this event. It was agreed that Cllr Sackett And Cllr Nicholls would attend to represent the Parish Council.

#### Other Correspondence

Cheshire West and Chester Highways and Climate Change meeting – 25<sup>th</sup> September at 6pm, the clerk sought names of Parish Councillors wishing to attend this virtual meeting. It was confirmed that Cllr Sackett would attend.

Assets – It was reported that since the last meeting Cllr Halton and Cllr Warburton had painted the bus shelter in Hargrave, a new noticeboard had been purchased and installed and Cllr M Jones (Ward Councillor) had been contacted about supporting the purchase of a bench in the memorial garden and had confirmed he would support after May 2026.

Cllr Nicholls reported that Happy Days were planning to utilise the Beacon for the bonfire event they are planning in November.

#### PLANNING

The Planning Register dated 28/08/2025 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:-

- 25/003726/FUL – Hargrave Hall, Church Lane, Hargrave CH3 7RH – Erection of a storage building and construction of menage – the Parish Council had submitted the following comments to this consultation - Parish Council feel that the height of the roof being 15 foot to the apex may have a visual impact on the area and would like to see this reduced. The Parish Council would also like to ensure that the facilities were for personal use only and there should be no external lighting.

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

- 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 – this had been *approved*.

EN608792464 - The Croft, Corner of Huxley Lane and Long Lane – the Planning Enforcement confirmed they had 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.

They have now done this, and the Planning Enforcement Officer considered that the site does look much better. It was reported that the Planning Enforcement Officer was struggling to come to a definitive conclusion that a scrap business was operating, therefore had decided to close the case if no significant evidence could be provided.

A New Local Plan for Cheshire West and Cheshire Council – the response submitted by the Parish Council was circulated prior to the meeting and a copy was noted at the meeting.

## FINANCIAL ITEMS

### Cashbook and Out-turn Forecast YTD

RESOLVED 25/030 Year to date cashbook and out-turn report dated 28/08/2025 was approved as a true and correct record.

Bank Reconciliation against Cashbook YTD – RESOLVED 25/031 – that Cllr Ratledge signed the Bank Reconciliation and Bank Statements.

### Payments for approval:-

RESOLVED 25/032 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
09/07/2026	Bank Interest	£15.46	Monthly Bank Interest
11/08/2025	Bank Interest	£17.02	Monthly Bank Interest

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

Date	Payable to	Net Amount	VAT	Gross Amount	Comment
14/07/2025	P J Hellmers Ltd	£175.00	£35.00	£210.00	Maintenance Work on Huxley Footpath
15/07/2025	ICO	£47.00	£0.00	£47.00	Data Protection Subscription
17/07/2025	Service Charge	£4.25	£0.00	£4.25	Bank Charges
19/08/2025	Service Charge	£4.25	£0.00	£4.25	Bank Charges
29/07/2025	CHALC	£25.00	£0.00	£25.00	New Member Training
29/07/2025	Mrs F Halton	£11.64	£2.33	£13.97	Timber Treatment for Bus Shelter
13/08/2025	P J Helmer Ltd	£950.00	£190.00	£1,140.00	Installation of kissing gates
26/08/2026	Mrs T Ryall-Harvey	£347.01	£0.00	£347.01	Salary Tax Month 5
01/09/2025	Marmax Products Ltd	£1,900.00	£380.00	£2280.00	Noticeboard for Hargrave

#### *Payments not yet made for approval*

Payable to	Net Amount	VAT	Gross Amount	Comment
Mrs T Ryall-Harvey	£413.61	£0.00	£413.61	Salary Tax Month 6
Mrs T Ryall-Harvey	£47.50	£0.60	£48.10	Expenses

## PARISH COUNCIL MATTERS

### Working Group Meetings

The notes of the recent working group meeting to discuss the recent residents survey was agreed to be circulated after the meeting for Parish Councillors comments.

It was reported that Cllr Sackett, Cllr Nicholls and Cllr Jones had held a Neighbourhood Plan Working Group meeting and a verbal report of this meeting was provided. Cllr Sackett reported that the Neighbourhood Plan

Working Group confirmed that they could not look to update the Neighbourhood Plan until CWaC Local Plan is update. At the last meeting they discussed the consultation on the Local Plan and proposed a response that was discussed earlier in this meeting.

**ACTION:** Clerk to send Neighbourhood Plan Working Group information about the proposed Grey Belt Policy.

Action Plan 2025-26 – the Parish Council's Action Plan for 2025-26 was circulated and discussed. Items for inclusions in the Action Plan for 2026-27 were requested and it was agreed to add the Grant Giving Policy onto the Action Plan and it was agreed the Clerk would double check that everything raised within the Residents Survey was included in the Action Plan where possible.

**ACTION:** Clerk to update Action Plan for 2026-27 and circulate it around the Parish Council.

Website Update – NALC's recommendation to move to a gov.uk domain was considered and it was agreed for the clerk to look to gain quotes from other gov.uk approved companies and circulate these around the Parish Council prior to the next meeting.

**ACTION:** Clerk to seek quotes from gov.uk approved companies to provide email and web hosting & domain services to the PC.

#### Information Technology Policy

Following the circulation of the draft Information Technology Policy it was unanimously RESOLVED 25/033 to adopt this policy and review again in May 2026.

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

- Reminder of Litter Picking Dates – 11<sup>th</sup> October.
- 25<sup>th</sup> October Working Group – Pavement Clearing
- Speeding
- Noticeboard in Bus Shelter
- Summary of Survey
- Meet the Team

#### **NEXT MEETING**

The next meeting will be the Parish Council Meeting and will take place on Sunday 2<sup>nd</sup> November 2025 at 5.00pm in Huxley Village Hall.

*The Clerk, Press and Public were excluded from the meeting due to the sensitive nature of the topic.*

#### Local Council Pay Rise for 2025-26

It was reported that NALC has advised that the LGA has notified that they have come to an agreement on the new pay scales for 2025-26 to be implemented from 1 April 2025. Employers are encouraged to implement this pay award as swiftly as possible. It was therefore RESOLVED 25/033 to the agreed new pay scales for 2025-26 and this be backdated to 1<sup>st</sup> April 2025.

The Parish Council asked that the clerk be thanked for all of her work over the last 12 months and wished this to be recorded in the minutes.

The meeting closed at 18:47

Signed:.....

Dated:.....

## 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 application is in green belt and although 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 inappropriate.

## Planning Register 2024-25

Date	Application Number	Address	Description	PC View	CWaC Decision Status
			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.		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.
24-Apr-24	EN608792464	The Croft, Corner of Huxley Lane & Long Lane			With regards to the 'hardstanding, planning permission would be required, however provided they don't go much further in 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.
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?
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		The storage container is considered to be a building which would require planning permission. We would be able to accept a storage container on a temporary basis but would require it to be removed by Monday 3 February 2024. Should the storage container remain on site after this date we would need to look potential enforcement action.
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.
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
				The Parish Council note that this application is for 3 & four bedroom conversions which is bigger than the previous application that was withdrawn. 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?	
04-Apr-25	25/00142/FUL	Greenlooms Farm Martins Lane Hargrave Chester CH3 7RX	Conversion of barns to three dwellings	The Parish Council note that the redevelopment of barns is in line with the neighbourhood plan, and the elevations appear to be relatively unchanged. 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. The Parish Council asked that there is provision made for the barn-owl habitats and ask that this be captured within the planning application.	
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	Approved
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 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.		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. The Parish Council would also like to ensure that the facilities were for personal use only and there should be no external lighting
22-Sep-25	25/02683/FUL	Brick Kiln Farm Red Lane Huxley Chester CH3 9BZ	Erection of a free range egg production unit and associated infrastructure		The PC supported agricultural businesses in the area, they would like to ensure any noise/odour from the facility is limited and also that any transport in and out of the facility uses Red Lane to prevent the traffic travelling through the village of Huxley

15-Oct-25	EN757287665	Higher Huxley Hall Farm, Red Lane, Huxley CH3 9BZ	Landscaping and screening has failed.
22-Oct-25	25/01502/PIP - Notice of Appeal	Land At Long Acre Mill Lane Huxley Chester	Reports from residents complain of strong odours particularly in the evening and overnight which are offensive. Some of these incidents were reported to the Environmental Agency. <b>Erection of 1 self build dwelling and associated infrastructure works</b>

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

REF - Appeal  
 S73 - Minor material amendments  
 LDC - Lawful Development Certificate  
 TPO - Tree Preservation Order  
 COU - Change of Use

Dated: 21/10/2025

Hargrave & Huxley Parish Council											Updated 27-10-2025								
Budget Element		Due Date	Calc. %	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Actual 2025-26	Budget 2025-26	Variance	Commentary
<b>EXPENDITURE</b>																			Costs include VAT
<u>People</u>																			
Clerk & HMRC	Monthly	347	347	347	347	414	343	358	358	358	358	358	450	450	450	4,282	4,361	79	
Professional service																			
Insurance	Yearly	57	57																
Internal Audit																			
External Audit																			
Payroll Services																			
<b>General Services</b>																			
Admin/Website	Monthly	79	79																
Bank Charges	Yearly	4	4	4	4	4	4	4	4	4	4	4	50	50	50	0			
Room Hire		28	28																
<b>Admin &amp; Expenses</b>																			
Chairman's Allowance	Monthly	36	89	89	48	55	55	55	55	55	55	55	339	339	339	0			
Training	Yearly	72	72	25									50	50	50	0			
CHALC Membership	Yearly	161	161										40	40	40	0			
SLCC Membership	Yearly	8	8	47									8	8	30	22			
Other Memberhip	Yearly																		
Data Protection fee	4 Yearly																		
<b>Projects</b>																			
Defibrillator													60	60	60	0			
Road Safety Measures													0	0	0	0			
Community Clean-up																			
Street Furniture Maintenance																			
British Legion Wreath																			
Ad Hoc Beneficial Items (5137)																			
<b>CL. EXPENSES</b>																			
Maintenance of Kerbline and Footpath Huxley																			
Other Projects																			
Bulb Planting																			
Public Right of Way Upgrades																			
Contingency % of above																			
<b>TOTAL CASH OUT</b>		351	1,971	430	697	1,530	2,774	556	2,249	793	588	377	1,161	13,478	11,088	-2,390	-3		
<b>RECEIPTS</b>																			
Precept		6,360	6,360	22	18	18	15	17	14	12	22	22	22	22	22	6,360	6,360	0	
Bank Interest		115	115																
VAT Recovery																			
CIL Money - taken from reserves																			
Money taken from Reserves																			
Other																			
<b>TOTAL INCOME</b>		6,497	18	18	15	17	3,214	72	1,498	422	22	522	12,348	12,348	11,085	1,281	-3		
<b>TRANSACTION CASH FLOW</b>		4,782	-544	-283	-437	-283	-309	-400	-283	-283	-452	-283	-732	-732	-1,130	-1,130	-3		
<b>PROJECTS FROM RESERVES</b>																			
Carry over of upto 1 year Precept		6,000	995	995															
Churchyard Grant																			
Budget for Mid-term Elections		2,500																	
Village Gates		3,505																	
Earmarked Money		12,608																	
Community Infrastructure Levy		2,000																	
Notice Boards																			
other		1,200																	
Maintenance Budget		100																	
Wooden Sculptures		2,000																	
Defibrillator		2,7908	0	0	0	0	0	0	0	0	0	0	0	0	0	25,908	21,713	0	

Hargrave and Huxley Parish Council  
 Bank Reconciliation to Cashbook  
 Presented at Council Meeting - Sunday 2nd November 2025

Balance show on Cashbook	
Lloyds On-Line Accounts at 27th October 2025 2025	
Treasurers Account	£5,788.49
Deposit Account	£23,705.38
Less: Unpresented payments	
<b>TOTAL</b>	<b>£29,493.87</b>
Less: Payments on Cashbook not yet made	£2,280.00
Plus: Deposits on Cashbook not yet credited	0
	<b>£27,213.87</b>
Reconciliation	YES

COMMUNITY ACCOUNT [REDACTED]  
 HARGRAVE AND HUXLEY PARISH COUNCIL

£ 2,518.89 Current balance

HARGRAVE & HUXLEY PC - DEPOSIT ACCOUNT [REDACTED]

£ 23,731.43 Balance

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

Date	Payable to			Gross Amount	Comment
09/09/2025	Bank Interest			£14.35	Monthly Bank Interest
09/10/2025	Bank Interest			£11.70	Monthly Bank Interest
17/10/2025	Hargrave PCC			£60.00	Contribution towards Poppy Wr

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

Date	Payable to	Net Amount	VAT	Gross Amount	Comment
10/09/2025	Hargrave PCC	£28.00	£0.00	£28.00	Hire of Hall for PC meeting
19/09/2025	Service Charge	£4.25	£0.00	£4.25	Bank Charges
08/10/2025	Walkers Nurseries	£69.90	£13.98	£83.88	Daffodils for planting around vil
08/10/2025	PQR Limited	£103.50	£20.70	£124.20	Payroll Services for Oct 25 - Ma
20/10/2025	Service Charge	£4.25	£0.00	£4.25	Bank Charges
27/10/2025	Mrs T Ryall-Harvey	£343.31	£0.00	£343.31	Salary Tax Month 7

**Payments not yet made for approval**

Date	Payable to	Net Amount	VAT	Gross Amount	Comment
	Mrs T Ryall-Harvey	£343.31	£0.00	£343.31	Salary Tax Month 8
	Carolyn Nichols	£20.85	£0.00	£20.85	Expenses towards Community L
	Mrs T Ryall-Harvey	£48.00	£1.24	£49.24	Expenses

# HARGRAVE AND HUXLEY PARISH COUNCIL

## Action Plan 2026-27

	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	L Sackett/ 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
		Establish a Parish Council Facebook site and post items and link with the Hargrave and Huxley Facebook site.	C Nicholls	NIL	As required
		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
8.	Meet the Team	Create an introduction sheet to be circulated via Down our Way and the PC website for residents to find out who the Parish Councillors are.	C Nicholls/ Clerk/ All Parish Councillors	NIL	Update as required.

# HARGRAVE AND HUXLEY PARISH COUNCIL

Environment					
9.	Hedges	Monitor and report any overgrown hedges	All Councillors & Residents	NIL	Review ½ yearly (March & Sept)
10.	Street Furniture	Undertake Audit of all PC Street Furniture Assets and establish and maintenance requirements	S Martin/ M Pilkington	£150	Review ½ yearly (March & Sept)
11.	Volunteer Events	Organise volunteer events to encourage the community to get involved with improving the area they live in and create a feeling of pride within the villages.	Parish Councillors	NIL	Ad hoc, as required
12.	Bulb Planting	Undertake rolling program of planting daffodils, tulips, snowdrops, bluebells etc around the Parish	All Councillors	£250	Annually
Planning, Enforcement & Neighbourhood Plan					
11.	Neighbourhood Plan	Review every five years and or when CWaC's Local Plan is revised	Cllr Sackett, Nicholls & Jones	NIL	Ongoing.
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

# HARGRAVE AND HUXLEY PARISH COUNCIL

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	£550	<p>As and when required.</p> <p>Quarterly weedkilling and annual brushing.</p>
<b>Public Rights of Way</b>					
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	£0	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>	<p>M Pilkington /Clerk</p> <p>Parish Council</p>	<p>£0</p> <p>£2,950</p>	<p>As and when required.</p> <p>As and when required</p>
<b>Community Resources</b>					
18.	Grants	Put Grant Policy in place	Councillors	To be agreed	To be agreed
<b>Training</b>					
20.	Training	<p>Identify training needs of Clerk &amp; Parish Councillors:-</p> <p>Planning Training</p> <ul style="list-style-type: none"> <li>- by other PC or Clerk</li> <li>- CWaC Planning Department.</li> </ul>	Councillors/ Clerk	£190	

# HARGRAVE AND HUXLEY PARISH COUNCIL

		- Neighbourhood Development Update Training			
--	--	---	--	--	--

## Grant Awarding Policy

### **Introduction to Policy**

A grant is any payment made by the Parish Council (PC) to be used by a third party organisation for a specific purpose that will benefit the Parish, or residents of the Parish, and which is not directly controlled or administered by the PC. The PC awards grants, at its discretion, to organisations which can demonstrate a clear need for financial support to benefit the Parish by:

- Providing a service or delivering a project
- Enhancing the quality of life
- Supporting the local community in a positive way

Reflecting on the above the PC may set a preferred theme for the grant awards for the year ahead.

It is important to note that all councils are required to make publicly available details of expenditure above £100. These details will be published on the PC website as part of the Parish Council meeting minutes

### **1. Grant Application Process**

1.1 The PC has a limited budget each year and guidance may be given to applicants as to how much money is likely to be available for grants in a specific financial year.

1.2 Submission of detailed applications is required by 1st October of the financial year prior to the funds being required. The PC does however recognize that unforeseen funding may be sought during a financial year and will consider such exceptional application on their own merits

1.3 Applicants will be required to complete an application form. All questions on the application form should be fully answered and additional appropriate information, which supports an application, should also be provided.

1.4 In addition to the application form organisations will be required to provide the following supporting information:

- a copy of their written constitution or details of their aims and purpose,
- full details of the project or activity,
- demonstration of how the grant will benefit the local community within the Parish,
- the proportion or number of beneficiaries living in the Parish area,
- demonstration of a clear need for the funding,
- a copy of the previous year's accounts or, for new initiatives, a detailed budget and business plan.
- Other monies applied for or being sought for a related purpose.

- 1.5 A PC Working group will be convened in October /November to consider the applications and information provided. This group will also identify what further information may be required. The working group will make an initial assessment based on the information to hand. Any PC member with involvement in any organisation submitting an application will need to declare an interest and abstain from the review/ selection process
- 1.6 Once any further requested information has been provided the PC Working Group will reconvene to collate all the necessary information from the applicants, ready for presentation and discussion at the appropriate Council meeting.
- 1.7 The grant applications will be reviewed at a full PC meeting, which the applicants will be invited to attend and may be asked to share any further background to their application and to answer any questions that the full PC may have. Any PC member with involvement in any organisation submitting an application will need to declare an interest and abstain from the review/ selection process
- 1.8 The Council will make the decision as to which grants to award and with what conditions as appropriate. The Council's decision is final. All applicants will be contacted following the PC's decision.

## **2. Conditions of Funding**

- 2.1 The applying organisation must normally be either non-profit or charitable. However applications from public bodies with appreciable assets in the area that are made readily available to the whole community will also be considered.

Applications will not be considered from private organisations operated as a business to make a profit or surplus.
- 2.2 Applications will not normally be considered from national organisations or local groups with access to funds from national 'umbrella' or 'parent' organisations, unless funds available are inadequate for a specified project.
- 2.3 Grants will be made to organisations and not individuals.
- 2.4 An organisation must have a bank account in its own name and not a personal bank account.
- 2.5 The administration of and accounting for any grant, shall be the responsibility of the recipient. All awards must be properly accounted for and evidence of expenditure for the purpose applied for should be supplied to the Council as requested.
- 2.6 Only one application for a grant will normally be considered from each organisation in any one financial year. However it is recognised that exceptional circumstances or opportunities do occur and these will be considered on their merits and the funds available.
- 2.7 Grants will normally only be made, predominately for the benefit of residents or the parish of Ashton Hayes
- 2.8 Grants will normally only be made for the year ahead and not retrospectively.
- 2.9 Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.
- 2.10 Each application will be assessed on its own merits.

2.11 The PC may make the award of any grant or subsidy subject to such additional conditions and requirements as it considers appropriate. The PC reserves the right to refuse any grant application which it considers to be inappropriate or contrary to the objectives of the PC.

2.12 If the PC agree to match funding then the monies will normally only be provided once the balance of the match funding has been evidenced and within that financial year in which it was awarded.

2.13 Any grant must only be used for the purpose for which it was awarded unless the written approval of the PC has been obtained for a change in use of the grant monies. Any unspent portion of the grant for the purposes of which it was awarded, must be returned to the PC by the end of the financial year in which it was awarded.

2.14 The applicant/organisation in receipt of grant monies must provide evidence to the Parish Council that the money has been spent for the appropriate purpose, by no later than the 31st December in the year it is awarded.

2.15 All organisations that benefit from a PC grant award are expected to make reference to such, in any of their publicity or papers produced as part of their operation. This is for transparency and visibility of how this element of PC managed funds are used.

2.16 In the event of any unforeseen urgent event, the PC may make the award of any grant or subsidy as it considers appropriate.

Nothing contained herein shall prevent the PC from exercising, at any time, its existing duty or power in respect of providing financial assistance or grants to local or national organisations under the provisions of the Local Government Act 1972, Section 137.

Adopted  
Reviewed

# NOTES OF THE WORKING GROUP MEETING

## HELD ON 29<sup>th</sup> SEPTEMBER 2025 AT 7.30PM VIA TEAMS

In Attendance: Cllr F Halton  
Cllr S Ratledge  
Cllr L Sackett  
Mrs T Ryall-Harvey - Clerk

### ***PURPOSE OF THE MEETING***

To review the projects that had been identified at previous working group meeting and agree actions required to take them forward.

### ***AMOUNT:***

Total Community Infrastructure Levy money received in: £16,165.72

	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29
<b>Money received in</b>	£16,165.72	£0	£0			
<b>Money spent</b>	£0	£3,509.25	£3200.00			
<b>Money remaining</b>	£16,165.72	£12,656.47	£9,456.47			

### ***POTENTIAL PROJECTS IDENTIFIED:-***

#### ***Kissing Gates***

It was confirmed that the Public Rights of Way Officer had provided the 2in1 Gate for Mr Ackerley's field opposite the Primary School and a kissing gate for the footpath from the road onto land owned by Mr & Mrs Newport of Elm Tree Farm, these had now been installed.

Additionally the unofficial footpath from Gatesheath that had three stiles have now been replaced by a kissing gate and two pedestrian gates.

The Clerk was asked to seek clarification from the PROW Officer as to the status of her actions following the site visit that she carried out with Cllr Sackett along the Eddisbury Way from the Primary School in Huxley to the Brock Holes.

**ACTION:** Clerk to chase Deborah Lack.

The working group discussed the possibility of replacing the 3 or 4 stiles from Elm Tree Farm towards Clotton on FP5 and FP6 with kissing gates in 2026 with the proposal to try to make the Eddisbury Way in Huxley accessible to all.

**ACTION:** Cllr Halton undertook to walk FP5 & FP6 from Elm Tree Farm and assess the state of the stiles and bridges along the footpath so that the Work Group can decide if there is any possibility of CWaC PROW Department contributing towards the kissing gates.

It was also proposed to explore the footpath in Hargrave to Walk Mill once the CWaC PROW Officer had confirmed which stiles she was currently working on replacing with the landowners.

#### ***Bulb Planting***

It was confirmed that the 2 x 25kilo bags of daffodils had been ordered and would be arriving early October. It was proposed that these would be planted on 11<sup>th</sup> October during the Community Litterpicking Event.

**ACTION:** Clerk to chase when the Bulbs would be available for collection.

**ACTION:** Clerk to hire bulb planting equipment from CWaC.

The agreed locations were as follows:-

Hargrave:-

- By the phone box as you drive out of Hargrave.
- Opposite the Bowling Green in Hargrave
- Opposite the bend by Swallow Farm

Huxley:-

- In front of the village gates in Huxley
- Around sign for village hall in Huxley
- Corner of T junction by Briscoe's land
- Down on the bridge by the Gow
- Along the stretch of road from the village gates out of the village.

Cllr Sackett was concerned that there currently was no Parish Councillor available to assist in the organising of the Litterpicking/Bulb Planting event on 11<sup>th</sup> October in Hargrave and it was therefore agreed that Cllr Ratledge would be responsible for the Huxley event and Cllr Sackett would attend in Hargrave.

**Cleaning to pavement along Huxley Lane.**

It was reported that following the footpath having been brushed and two treatments of weedkiller applied. The Parish Council had advertised for a 'Volunteer Day' to try to get residents to attend on 25<sup>th</sup> October to assist with the siding out of the footpath.

**ACTION:** Clerk to chase the volunteer day equipment required with CWaC.

**Speed Indicator Device.**

Following the Parish Council's recommendation to explore the option to purchase another SID device. The Working Group considered this and looked at costs received by the Clerk and the number of locations that the SID was currently approved for and felt that this should be reviewed again in 6 months.

However, the Working Group suggested that the cost of a VAS for outside the Primary School should be explored and also asked the Clerk to see if there were any redundant VAS signs that CWaC had that could be utilised around the village.

**Further project actions**

- Since the last meeting it was confirmed that a new noticeboard had been purchased and installed in the bus shelter in Hargrave.
- Since the last meeting it was reported that Cllr Jones (Ward Councillor) had been contacted to see if he would support the Parish Council and fund a new bench for the Millennium Gardens in Hargrave. Cllr Jones had confirmed he would support within his 2026-27 Members Budget monies.
- Since the last meeting it was reported that the bus shelter in Hargrave had been painted by Cllr Halton and other volunteers. The Parish Council thanked Cllr Halton for organising this.
- Since the last meeting it was reported that the Clerk had received copies of the hedge maintenance leaflet from CWaC and she undertook to deliver them to Cllr Sackett for her to distribute with the 'Down our Way' newsletter.
- Millennium Gardens, Hargrave – Cllr Sackett reported on a recent request that had been received for the Parish Council to take on the responsibility of maintaining the Millennium Garden in Hargrave. The Parish Council had contacted the Moulson Trust who had confirmed that they would be willing to take responsibility of maintaining the hedge. Cllr Halton was therefore asked if she could explore if there was a local gardener in the area that may be willing to carry out the maintenance and ask how much they would charge.

**ACTION:** Cllr Halton to speak to local gardener.