

BARROW PARISH COUNCIL
Minutes of Barrow Parish Council meeting held on
Monday 8th September 2025 at Barrow Village Hall

2025-26

Meeting started 7.30pm

	Present: Cllr Paul Rossington (PR) (Chair), Cllr Julia Tillotson (JT), Cllr D Cunningham (DC) Cllr D Rimell (DR) Cllr John Okell (8.10pm) In attendance: T Whitlow – Clerk (TW) 1 Member of Public (MOP)	
25/59	Apologies for Absence were received from: None TW was requested to add a line to ongoing minutes for non attendance.	
25/60	Declarations of Members' Interests: None	
25/61	Public Participation: Issues at the Pavilion discussed. See BPPFF	
25/62	Approval of Minutes: The minutes of the Parish Council meeting on 14 July 2025 were approved and signed by the Chair.	
25/63	Matters Arising: (unless an agenda item) Pavilion water account till to be sorted, as not possible to read the meter with so many weeds around it. Contractor for the painting of the phone box has been instructed. Highways initiative scheme – details of minor works to the parish have been sent to Highways.	
25/64	Co-option: No MOP's have come forward to fill the current vacancies. TW has added the vacancy to the Barrow News, and will add to Facebook & the new website.	PR TW
25/65	Planning: Planning applications received since the last meeting: Comments ratified: 25/01585/FUL Willow Cottage Heath Lane Barrow Chester CH3 7LL Proposal: Single storey extension, alterations to windows and doors. Reviewed Resolved no comments 25/02169/FUL Broomhill Barn Barnhouse Lane Barrow Chester CH3 7LA Proposal: Single storey rear extension, detached rear garden room and new detached garage. Reviewed – Resolved no comments. Planning decisions notified since last meeting: None	
25/66	Accounts /Finance: Bank reconciliation at 30.08.25 approved & signed. See Appendix 1 Monies received & payments ratified/approved Approved & signed See Appendix 2 - To note the new NALC pay scales have been accepted.	
25/67	Clerks Report: Pavilion entrance works will commence week of 22/09/25	

	School have advised the Christmas tree lighting event will be on the Wednesday 3rd December. Clerk has applied for a Members budget for the painting of the Foxcote phone box - £500 Also applied for Members Budget for the Christmas event of £150 Clerks overtime of 9.25 hours for July agreed. Filing from the Pavilion. Approved Document Retention Policy to be reviewed at the October meeting. Letter received from a MOP with issues over the Seven & Trent work. PR to draft a letter for TW to send. Indian Poke Weed has been identified at the entrance to the allotments. TW to write to Allotments Chair.	TW PR TW TW
25/68	Allotment Fences: Neither contractor approached for quotes to the fencing have issued any quotes. TW to follow up further.	TW
25/69	Highways: Highway issues. Residents are reminded to use the CWAC report it app for potholes and overgrown hedges. New Highways Initiative: Ward councillor has forwarded information on a new initiative aimed at PC's sending in information on small items for remedial work. (Approx 1-1.5 days work for each parish) TW has sent the information to Highways.	
25/70	Working Groups & Sub Committees – updates: Flood Group: DC has not managed to have a handover meeting with former councillor covering the flood group. Footpaths Committee: No meetings held.	
25/71	BPPFF – update: To receive an update from the BPPFF: JO reported that the Foundation had not been successful with the grant application for the playground. Following on from discussion with MOP it was Resolved for the PC & BPPFF to have a joint meeting to alleviate issues identified. The Pavilion is under used, and without ongoing management will remain so. The PC would like to see a mission Statement & objectives for the next 5 years. The treasurer has now been replaced. TW has the details. Staff Contracts: the Pavilion managers contract expires at the end of October they are not willing to continue in the role. Add to next agenda. Caretaker 6 month role expires at the end of September. PC resolved to fund this for another 12 months. TW to advise the caretaker and issue new contract.	TW
25/72	Neighbourhood Development Plan: Actions are on-going. Looking a finance/grant for policies. PC to discuss further if no grants are available.	JT DC
25/73	Website: New website is set to go live in the next few days. TW has uploaded all other relevant information. Cllrs to check and feedback with any issues noted. TW reminded the PC of the government push towards PC's having gov.uk domain names, having investigated this she has secured the only remaining 'Barrow' domain name. Add to next agenda for ratification.	TW
25/74	Tree Survey: TW had obtained a further quote but was more expensive. TW has (as previously agreed) instructed Treescope Solutions to carry out the survey. They will advise of timescale.	TW

25/75	Grant: The PC considered & Resolved to pay a grant to Barrow News of £500.	
25/76	Policy Review: Freedom of information Policy, Publication Scheme, Email Policy, Co-option Policy, Complaints Procedure, all reviewed. No amendments. TW to update the policy schedule and add to the website.	TW
25/77	New Policies: IT Policy, Biodiversity Policy and Internet Banking Policy all reviewed. No amendments. Resolved to adopt. TW to add to the website.	TW
25/78	Christmas Tree Lighting Date: Date set for Wednesday 3 rd December.	
25/79	Items for Next Meeting: gov.uk domain, Document Retention Policy. Update of meeting with BPPFF. Pavilion Manager role. Grant for Christmas activities.	
25/80	Date of next meeting: Monday 13 th October 2025 at 7.30pm	

The meeting closed at 8.50pm

Signed:

Date:

Appendix 1

BANK TO CASHBOOK RECONCILIATION			
<u>31.08.25</u>			
Barclays Current Account		£1,144.22	
Deposit Account		£57,978.96	
Uncleared Items		0.00	
TOTAL		<u>£59,123.18</u>	
<u>CASH BOOK</u>			
B/F Barclays Current Account		£1,337.75	
B/F Barclays Deposit Account		<u>£37,104.90</u>	
Total B/F 01/04/25		<u>£38,442.65</u>	
Receipts to date		£30,738.06	
Expenditure to date		<u>£10,057.53</u>	
BALANCE		<u>£59,123.18</u>	

Appendix 2

Barrow Parish Council Receipts & Payment Schedule	
Meeting date:	08/09/2025
<u>Receipts since the last meeting:</u>	
Footpath book sales	£8.00
	<u>£8.00</u>
<u>Payments ratified/for approval:</u>	
R July payroll	£1,103.50
R PKF - External audit	£252.00
R August Payroll	£1,103.30
R Autela Payroll Services	£84.00
A BPPFF - room hire	£16.00
A Clerk Expenses	£44.28
A Refund clerk new domain (gov.uk)	£24.00
	<u>£2,627.08</u>