

# TILSTON PARISH COUNCIL

Email: clerk@tilstonparishcouncil.co.uk  
Website : www.tilstonparishcouncil.co.uk

2nd January 2024

Dear Councillor

You are hereby summoned to attend the **ORDINARY MEETING** of the Tilston Parish Council to be held on **Tuesday, 9th January 2024 at 7.00 pm at Tilston War Memorial Hall** where the undermentioned business is to be transacted.

Yours faithfully

*M Clough*

Mrs M Clough  
Parish Clerk and Responsible Financial Officer

## AGENDA

### 1. ELECTION OF CHAIR

Following the resignation of the previous Chair, Councillor Bill Joyce, Members are asked to elect a new Chair for the remainder of this Municipal Year.

### 2. ELECTION OF DEPUTY CHAIR

To elect a Deputy Chair for the remainder of this Municipal Year.

### 3. APOLOGIES FOR ABSENCE

To receive any apologies for absence.

### 4. DECLARATIONS OF INTEREST

To receive any declarations of personal and prejudicial interests from Members of the Parish Council on matters to be discussed at the Meeting.

### 5. MINUTES

The Minutes of the proceedings of the Meeting of the Parish Council held on 2<sup>nd</sup> November 2023 to be approved as a correct record and signed by the Chair of the Parish Council. (Minutes circulated).

### 6. APPOINTMENT OF PARISH CLERK AND RESPONSIBLE FINANCIAL OFFICER

Members to ratify the appointment of Mrs Muna Clough to the position of Parish Clerk and Responsible Financial Officer.

### 7. APPLICATION FOR CO-OPTION OF COUNCILLORS

To consider an application from Mr Craig Eddleston for a position of co-opted Councillors to Tilston Parish Council. Mr Eddleston to attend the meeting, present himself and answer any questions.

### 8. REPORT OF COUNCILLOR WADDELOVE - CHESHIRE WEST AND CHESTER COUNCILLOR

Councillor Waddelove to report on matters pertinent to the Parish.

## 9. PUBLIC FORUM

To receive any questions from Members of the Public relating to matters on this Agenda. The Open Forum will not exceed a maximum of 15 minutes in duration.

## 10. PLANNING MATTERS

The Parish Council to consider the following planning matters relating to developments in the Parish:-

- (i) New Planning Application/s
- (ii) Planning Decisions
- (iii) Ongoing Planning Applications (including appeals/enforcement issues and other planning matters)

## 11. BUDGET AND FINANCE

- (i) Members to retrospectively approve the following transactions:-

<b>Date</b>	<b>To whom paid</b>	<b>Particulars</b>	<b>Amount £</b>
05/11/2023	TPFA	Grant	1100.00
05/11/2023	Julie Horner	Poppies for Lampposts	23.99
06/11/2023	TWMH	Room Hire October	20.00
08/11/2023	H & AM Willett	Topping and Rolling	366.00
14/11/2023	CW&C Main Fund Account	Election 2023 Recharge	90.50
16/11/2023	MAS Seeds LTD	Wildflower seeds footpath	51.83
23/11/2023	Marian Hagan	Reimbursement for printing ink	32.65
30/11/2023	Marian Hagan	Reimbursement postage	7.00
03/12/2023	Carden Arms	Warm Space Costs	48.00
04/12/2023	Marian Hagan	Salary backdated Nov 2023	602.10
08/12/2023	Charlie Higgie	Travel Expenses Claim	3.42
11/12/2023	Internal Transfer	Transfer of £500.00	
11/12/2023	HMRC	PAYE – Former Clerk	253.80
11/12/2023	Marian Hagan	Final Salary	143.40
28/12/2023	Internal Transfer	Transfer of £500.00	
28/12/2023	Muna Clough	First Salary	215.30
28/12/2023	HMRC	PAYE – New Clerk	53.80

- (ii) Members to receive the following Bank Reconciliation for the Treasurer's Account as at the 31st December 2023:-

<b>Bank Reconciliation 31st December 2023</b>	
<b>TILSTON PARISH COUNCIL</b>	
<b>Financial year ending 31 March 2023</b>	
Prepared by: Muna Clough, Parish Clerk & RFO	
Balance per bank statements as at 31st December 2023	£
Current Account (00893268)	£515.07
Less: any unpresented cheques	£0.00
Add: any unbanked cash	£0.00
<b>Net bank balances as at 31st December 2023</b>	<b>£515.07</b>

<b>The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows</b>	
<b>CASH BOOK</b>	
Opening Balance	£437.40
Add: Receipts in the year	£28,204.79
Less: Payments in the year	£28,127.12
<b>Closing balance per cash book [receipts and payments book] must equal net bank balances above</b>	<b>£515.07</b>

(iii) Members to note that the balance in the Tilston Parish Council Premier Int. Account at 31<sup>st</sup> December 2023 was **£15,755.29**.

## **12. PRECEPT**

To consider the projected Budget Expenditure for 2024-2025 and agree the Precept. (Report circulated)

## **13. INTERNAL AUDITOR**

To consider the appointment of the Internal Auditor for the 2023-2024 Internal Audit.

## **14. WELCOME SPACE PROJECT**

To receive a report from Councillor Horner on the uptake of the Welcome Space provision in the Parish together with associated costs.

## **15. CAR PARK AT REAR OF VILLAGE HALL**

Councillor Kenny to report on developments to date including costs involved, and Members to agree the next steps.

## **16. HILL FIELD DEVELOPMENT**

Members to receive an update on developments to date.

## **17. SPEED GUN TRAINING**

To agree Councillors who will participate in training and agree possible dates on which the training may take place.

## **18. D DAY CELEBRATIONS**

To consider the role of the Parish Council in the Village D Day celebrations.

## **19. REPORTER ARTICLE**

Members to agree articles for the Reporter and to ensure they are forwarded to Councillor J Horner no later than 16<sup>th</sup> January.

## **20. URGENT ITEMS**

To consider any other items which the Chair of Council Business (or other person presiding) is of the opinion shall be considered as a matter of urgency.

## **21. LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985 – EXEMPT ITEM**

Consideration of the following item is exempt from the press and public as it contains information relating to an employee.

**22. CONTRACT FOR PARISH CLERK AND RESPONSIBLE FINANCIAL OFFICER**

To approve the Contract and Salary Scale progression for the position of the Parish Clerk and Responsible Financial Officer. (Draft Contract Circulated to Members)