

TILSTON PARISH COUNCIL

8th May 2025

Commenced: 7.00 pm

Terminated: 7.55 pm

**Present: Councillor Kenny (Chair)
Councillors Eddleston, Edwin-Scott, Johnson and Roberts**

1. VE DAY

The Parish Council stood for a Minute silence as a mark of respect for those who lost their lives in the war.

2. APPOINTMENT OF CHAIR RESOLVED

That Councillor Kenny be appointed Chair of Tilston Parish Council for the 2025-2026 Municipal Year.

3. APPOINTMENT OF DEPUTY CHAIR RESOLVED

That Councillor Eddleston be appointed Deputy Chair of Tilston Parish Council for the 2025-2026 Municipal Year.

4. APOLOGIES FOR ABSENCE

Councillor Waddelove submitted his apologies for absence, as he was attending numerous events around the Ward, to support VE Day Celebrations.

5. DECLARATIONS OF INTEREST

No declarations of personal and prejudicial interests from Members of the Parish Council were received.

6. MINUTES

The Minutes of the proceedings of the Meeting of the Parish Council held on 14th March 2024 were approved as a correct record and signed by the Chair of the Parish Council.

7. REPORT OF COUNCILLOR WADDELOVE - CHESHIRE WEST AND CHESTER COUNCILLOR

Councillor Waddelove had submitted his apologies, but had advised the Clerk that he would look into any matters required.

8. PUBLIC FORUM

There were no members of the public in attendance.

9. ACCOUNTING AND GOVERNANCE STATEMENTS 2024-2025 RESOLVED

That the following documents, as circulated with the Agenda, be approved:-

- (i) AGAR Statement of Exemption 2024-2025**
- (ii) Section 1 - Annual Governance Statement 2024-2025**
- (iii) Section 2 – Accounting Statements 2024/25**

That the following documents, as circulated with the Agenda, be approved:-

- (iv) Annual Internal Audit Report 2024-2025**
- (v) Detailed Internal Audit Report 2024-2025**

10. GOVERNANCE 2025-2026

RESOLVED

That the following Governance documents, as circulated with the Agenda, be approved:-

- (i) Standing Orders 2025-2026. Copy circulated.**
- (ii) Financial Regulations 2025-2026. Copy circulated.**
- (iii) GDPR Policy 2025-2026. Copy circulated.**
- (iv) Retention of Documents Policy 2025-2026. Copy Circulated.**
- (v) Risk Assessment 2025-2026. Copy circulated.**
- (vi) Safeguarding Policy 2025-2026**

11. APPOINTMENT TO ROLES AND RESPONSIBILITIES

RESOLVED

That the following appointments, of Lead Councillors to associated roles and responsibilities, be approved:-

- (i) Tilston War Memorial Car Park – Councillors Kenny and Eddleston**
- (ii) Hill Field - Councillors Edwin-Scott and Roberts**
- (iii) Highways Matters – Councillor Johnson (parking on pavements; speeding in village)**
- (iv) Planning Matters – Councillor Eddleston**
- (v) Asset Register – to physically check the assets every September – Councillor Roberts**
- (vi) Risk Assessment – to be updated annually in May – Councillor Roberts**
- (vii) Warm Space – Chair**
- (viii) Councillors Johnson and Roberts to have speed gun training.**
- (ix) Map Stand Refurbishment and Stocks – Councillor Johnson**
- (x) Planters – Councillor Kenny**

12. CAR PARK AT REAR OF VILLAGE HALL

Councillor Kenny reported that two local businesses had each pledged in the sum of £20,000.00 towards the cost of the project, which would be received upon proof, that the Community had also raised £20,000. At the date of this meeting, there was currently £17,060.00 from the Community.

The Parish Council was delighted that this project was likely to proceed, sooner than expected, and further to Minute 9 of the meeting of the Parish Council held on 14th November 2024, the Chair reported that Mr Kettle had now received quotes for the construction work.

RESOLVED

- (i) That all excavated material from the car park be accepted on Hill Field (estimated to be 427 tonnes);**
- (ii) That all excavated material from the car park to be located around the perimeter of Hill Field;**
- (iii) That all Members of the Parish Council to canvas residents regarding the project;**
- (iv) That approval be given to Mr Simon Kettle to continue to manage the project and the contract, as the Parish Council's Agent;**
- (v) That Contract for the construction work of the car park, under the project management of Mr Simon Kettle, be awarded to Plant and Robinson Construction Limited, the total sum of which, to not exceed £60,000.**
- (vi) That on receipt of two donations in the sum of £20,000.00 each, the Clerk, in consultation with the Chair and Deputy Chair, be given delegated authority to complete any administrative requirements necessary to secure all funding, and thereafter, to instruct the Contractor (Plant Robert) to commence the works;**

- (vii) That approval be given to the Parish Council to fund any shortfall from its Car Park Budget, to a maximum of £3,600.00.

13. PLANNING MATTERS

Councillor Eddleston reported on the following planning matters.

- **New Planning Application**

(i) **Reference Number: 25/01045/FUL (Details circulated)**

Site Address: Brookside Malpas Road Tilston Malpas SY14 7DR

Proposal: Extension of existing garage to form new garden room with raised patio, balustrade and steps to rear garden.

RESOLVED

That no objections be raised.

- **Considered under Standing Orders**

(ii) **Application Reference: 25/01206/CAT**

Location: Tilston Mews Church Road Tilston Malpas SY14 7HB

Proposal: We wish to remove up to two metres from trees currently on the boundary of the conservation area. The largest of the trees is starting to overhang telephone wires. The trees comprise approximately 8 conifer trees and one silver birch.

(iii) **Application Reference: 24/03747/FUL**

Location: Rock Cottage Church Road Tilston Malpas SY14 7HB

Proposal: Extension to an existing dwelling and outbuilding and external landscaping works
The above planning application was withdrawn on **16 April 2025**.

14. BUDGET AND FINANCE 2025-2026

The Parish Council considered a report of the Clerk and Responsible Financial Officer:-

(i) **Transactions**

RESOLVED

That the following transactions be approved:-

Payee/Payer	Description	Receipts	Payments
Carden Arms	Warm Spaces December Invoice 47549		£67.50
Chris Kenny	Reimbursement for Key		£9.00
Chris Kenny	Reimbursement for Cable Ties		£7.70
S Graham	Purchase of oak planks	£80.00	
Cheshire Community Action	Welcoming Spaces Grant	£700.00	
Shires Accountants	Invoice SHI-2565		£18.00
M Clough	Salary January 2025		£329.64
HMRC	PAYE January 2025		£82.20
Tilston War Memorial Hall	Invoice No. 250109 – January Room Hire		£20.00
H & AM Willett	Work on Hill Field Various dates		£324.00
	Interest		
HugoFox	Annual Website Fees		£143.86
M Clough	Salary February 2025		£329.44
HMRC	PAYE February 2025		£82.40
Tilston War Memorial Hall	Invoice 250208 – February Room Hire		£20.00

Carden Arms	Warm Spaces January Invoice 52137		£25.00
Amenity Tree Care	Pruning of oak tree		£720.00
Tilston War Memorial Hall	Contribution towards pruning of oak tree	£300.00	
Cheshire Oak structures	Donation towards Car Park Project	£500.00	
Carden Arms	Warm Spaces Invoice 54624		£100.25
M Clough	March Salary		£329.44
HMRC	PAYE March 2025		£82.40
Lloyds Bank	Service Charge		£4.25
	Donation from [REDACTED] for Car Park	£500.00	
	Transfer Donation for Car Park to Savings £500.00		£500.00
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Tilston War Memorial Hall	Invoice 250311 Room Hire for March 2025		£20.00
CHALC	Annual Fee		£209.04
Cheshire West and Chester Council	Precept	£12,720.00	
Davenport Accountants	Internal Audit		£136.50
Carden Arms	Refund for overpayment	£25.00	
	Anonymous Donation for Car Park	£200.00	
	Transfer Donation for Car Park to Savings £200.00		£200.00
	HMRC VAT Reclaim	£368.95	
HMRC	April HMRC		£82.20
Tilston War Memorial Hall	Donation for Car Park	£3,000.00	
	Transfer Donation for Car Park to Savings £3,000		£3,000.00
[REDACTED]	Donation for Car Park	£200.00	
	Transfer Donation for Car Park to Savings £200.00		£200.00
PQR	Payroll Services Invoice 06th April 2025 - 05th October 2025		£93.60
M Clough	April 2025 Salary		£329.64
[REDACTED]	Donation for Car Park	£100.00	

(ii) Approval of Payments

RESOLVED

That the following payments be approved.

Payee/Payer	Description	Expenditure
M Clough	Salary May 2025	Approx. £329.64
HMRC	PAYE May 2025	Approx £82.20
M Clough	Salary June 2025	Approx. £329.64
HMRC	PAYE June 2025	Approx £82.20
HugoFox	Emails 6 months @ £11.99 per month	£71.94

(iii) Explanation of Variances

The Clerk advised that there were no variances to report.

(iv) **Budget Head Expenditure 2025-2026 to 30th April 2025**

RESOLVED

That the following Budget Head Expenditure to 30th April 2025, be approved:

Budget Head	Total	Budget Allocated	£ Difference
Salary (including HMRC PAYE Costs)	£411.84	£5,300.00	£4,888.16
Payroll Fees	£93.60	£275.00	£181.40
Room Hire	£20.00	£240.00	£220.00
Administration	£0.00	£85.00	£85.00
Petrol Reimbursement	£0.00	£100.00	£100.00
Website and Emails	£0.00	£240.00	£240.00
Internal Auditor	£136.50	£150.00	£13.50
Information Commissioner	£0.00	£40.00	£40.00
Parish Council Insurance	£0.00	£350.00	£350.00
Grants	£0.00	£1,000.00	£1,000.00
Election Fees	£0.00	£100.00	£100.00
Misc Projects	£0.00	£250.00	£250.00
Subscriptions	£209.04	£275.00	£65.96
Hill Field - Maintenance	£0.00	£700.00	£700.00
Tilston War Memorial Car Park	£0.00	£3,615.00	£3,615.00
	£870.98	£12,720.00	£11,849.02

(v) **Bank Reconciliation as at 30th April 2025**

RESOLVED

That the following Bank Reconciliation as at 30th April 2025, be approved:-

Bank Reconciliation 30th April 2025	
TILSTON PARISH COUNCIL	
Financial year ending 31 March 2026	
Prepared by: Muna Clough, Parish Clerk & RFO	
Balance per bank statements as at 30th April 2025	£
Current Account (00893268)	£15,445.34
Reserve Account (7250311)	£19,382.75
Less: any unpresented cheques	£0.00
	£0.00
Add: any unbanked cash	
Net bank balances as at 30th April 2025	£34,828.09
The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows	
CASH BOOK	
Opening Balance (Total Current and Reserve Account)	
Current Account - 1st April 2025	£3,606.62

Reserve Account - 1st April 2025	£14,970.36
Add: Receipts in the year	
Current Account	£17,113.95
Reserve Account	£12.39
Less: Payments in the year	
Current Account	£875.23
Reserve Account	£0.00
Closing balance per cash book [receipts and payments book] must equal net bank balances above	£34,828.09

(vi) Bank Statements – Treasurers Account

RESOLVED

That the following Bank Statements, as circulated with the Report, be received:-

- 1st March 2025 – 31st March 2025
- 1st April 2025 – 30th April 2025

(vii) BANK TRANSACTIONS – INSTANT ACCOUNT

RESOLVED

That the Screenshot of the Bank Transactions as at 28th April 2025, as circulated with the report, be received.

15. WELCOME SPACE PROJECT

Councillor Kenny reported that the Warm Space Project ran from November-April with 154 attendees.

RESOLVED

That the report be noted.

16. HIGHWAYS MATTERS

Councillors Roberts and Jones reported that there were no matters for consideration.

**17. DATES OF MEETINGS OF TILSTON PARISH COUNCIL FOR 2025-2026 MUNICIPAL YEAR
RESOLVED**

That the following dates of meetings for the Parish Council (all meetings to commence at 7.00 pm at Tilston War Memorial Hall unless otherwise agreed), be approved:-

10th July 2025

11th September 2025

13th November 2025

8th January 2026

12th March 2026

14th May 2026

18. URGENT ITEMS

The Chair reported that there were no items that required consideration as a matter of urgency.