

## TILSTON PARISH COUNCIL

14<sup>th</sup> March 2024

Commenced: 7.20 pm

Terminated: 8.50 pm

Present: Councillor Kenny (Chair)  
Councillors Eddleston, Edwin-Scott (part), J Horner, R Horner and Roberts  
Councillor Waddelove – Cheshire West and Chester Council

### 1. APOLOGIES FOR ABSENCE

There were no apologies for absence received from Members of the Parish Council.

### 2. DECLARATIONS OF INTEREST

There were no declarations of interest received from Members of the Parish Council.

### 3. MINUTES

The Minutes of the proceedings of the Meeting of the Parish Council held on 9<sup>th</sup> January 2024 were approved as a correct record and signed by the Chair.

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

Members considered an application for a position of co-opted Councillor to Tilston Parish Council from Mrs Juliet Edwin-Scott who presented a brief resume.

### RESOLVED

**That the appointment of Mrs Juliet Edwin-Scott as a co-opted Councillor to Tilston Parish Council, be approved.**

Councillor Edwin-Scott then joined the meeting and participated in the discussions and decisions.

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

Councillor Waddelove reported on the following matters:-

- The new mobile phone mast and the positive local feedback;
- Flooding at Tilston Lodge had been partly resolved as the resident had undertaken some rodding of the gulley however, the problem was not completely resolved, so this matter had been reported to Cheshire West and Chester Council;
- The previously repaired potholes at the sewage works had reappeared and had been reported to the Council;
- The Cheshire West and Chester Council Budget for 2024-2025 had been agreed and significant potential cost savings had been identified around the excessive costs of employing contractors. The Council Tax had also been agreed.

### 6. PUBLIC FORUM

Mrs Kelsey Mort the Head Teacher of Tilston Primary School referred to a number of incidents of poor behaviour in the community regarding parking matters. She was liaising with the police and the Council over her concerns.

**RESOLVED**

**That the report be noted.**

**7. INTERNAL AUDITOR**

The Clerk asked for approval for the appointment of Davenport Accountants as the Internal Auditor for the 2023-2024 Internal Audit and the fee payable of £130.00.

**RESOLVED**

**That Davenport Accountants be appointed as the Parish Council's Internal Auditor for 2023-2024.**

**8. PLANNING MATTERS**

There were no planning matters for consideration at this meeting, however, Members agreed to appoint Councillor Eddleston as the Parish Council lead on planning matters, and report back to the Parish Council on any updates.

**RESOLVED**

**That Councillor Eddleston be appointed as the Parish Councillor with responsibility for planning matters.**

**9. BUDGET AND FINANCE**

Members considered a report of the Clerk and Responsible Financial Officer.

The Clerk reminded Members that it was the Parish Council that was responsible for approving expenditure and that it needed to be mindful of the budgets that had been allocated for each project.

The Chair reported that in 2024-2025 he intended to measure expenditure against a monthly baseline expenditure of £1,000.

In response to a question, the Clerk confirmed that all decisions of the Parish Council must be made at meetings of the Parish Council and not via email, unless there was provision for urgent decisions within the Standing Orders or Financial Regulations.

**RESOLVED**

**(i) That the appointment of Shires Accountants as the independent payroll provider for 2024-2025, be approved;**

**(ii) That the following payments be approved:**

| <b>Date</b> | <b>To whom paid</b>       | <b>Particulars</b> | <b>Amount £</b> |
|-------------|---------------------------|--------------------|-----------------|
| 05/01/2024  | Tilston War Memorial Hall | Room Rental        | 40.00           |
| 30/01/2024  |                           | Credit Transfer    | £1000.00        |
| 30/01/2024  | M Clough                  | January Salary     | £311.10         |
| 30/01/2024  | HMRC                      | February PAYE      | £77.60          |
| 07/02/2024  | PQR Limited               | Payroll            | £18.00          |
| 07/02/2024  | Tilston War Memorial Hall | Room Rental        | £20.00          |
| 12/02/2024  | Carden Arms               | Warmer Spaces      | £192.00         |
| 29/02/2024  | M Clough                  | February Salary    | £310.90         |
| 29/02/2024  | HMRC                      | February PAYE      | £77.80          |
| 31/03/2024  | M Clough                  | March Salary       |                 |
| 31/03/2024  | HMRC                      | March PAYE         |                 |

(iii) That the Budget Head expenditure to 4<sup>th</sup> March 2024 (as detailed below) be received and that in 2024-2025, Members to pay close attention to individual budget head expenditure:-

| Budget Head         | Total      | BUDGET ALLOCATED | DIFFERENCE | BALANCE £  |
|---------------------|------------|------------------|------------|------------|
| Salary              | £4,806.60  | £5,300.00        | 90.69%     | £493.40    |
| Room Hire           | £210.00    | £250.00          | 84.00%     | £40.00     |
| Administration      | £1,411.41  | £150.00          | 940.94%    | -£1,261.41 |
| Grants              | £2,400.00  | £650.00          | 369.23%    | -£1,750.00 |
| Misc                | £917.90    | £300.00          | 305.97%    | -£617.90   |
| Hill Field          | £662.33    | £432.50          | 153.14%    | -£229.83   |
| Hill Field Car Park | £0.00      | £60.00           | 0.00%      | £60.00     |
| Footpath            | £18,766.28 | £100.00          | 18766.28%  | £18,666.28 |

(iv) That the total income received by the Parish Council as at 4<sup>th</sup> March 2024 (for the 2023-2024 financial year) in the sum of £29,704.79, be noted;

(v) That the Bank Reconciliation as at 4<sup>th</sup> March 2024 as detailed below, be received:-

|   |                |
|---|----------------|
| <b>Bank Reconciliation 4<sup>th</sup> March 2024</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 4 <sup>th</sup> March 2024  | £              |
| Current Account (00893268)  | £967.67        |
| Less: any unpresented cheques   | £0.00          |
| Add: any unbanked cash  | £0.00          |
| <b>Net bank balances as at 4<sup>th</sup> March 2024</b>  | <b>£967.67</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   | £29,704.79     |
| Less: Payments in the year  | £29,174.52     |
| <b>Closing balance per cash book [receipts and payments book] must equal net bank balances above</b>        | <b>£967.67</b> |

(vi) That the Lloyd's Bank Statements from 1<sup>st</sup> January 2024 to the 29<sup>th</sup> February 2024 be received.

## **10. WELCOME SPACE PROJECT**

Councillor Kenny updated Members on the project.

He added that the costs to date totalled £382.50. The balance of funding available to the end of March (excluding the latest imminent invoice from the Carden Arms in the sum of £142.50 was £117.50).

Finally, Councillor Kenny reported that a grant of £500.00 had just been received, so the project could be extended until the end of April 2024.

### **RESOLVED**

- (i) That when received, the payment of the invoice to the Carden Arms in the sum of £142.50 be approved;**
- (ii) That the Welcome Space Project in Tilston be extended to the 30<sup>th</sup> April 2024.**

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

Councillor Kenny updated the developments to date and circulated a report thereon.

### **RESOLVED**

**That the appointment of Simon Kettle (SAK Design) to prepare and manage a planning application for the creation of a car park at the rear of Tilston War Memorial Hall be approved, and the following sums be allocated to the project from the 2024-2025 Budget:-**

- Work to manage the Planning application £2,600 (no VAT)**
- Tree Survey (if required) - £250.00**
- Amphibian Appraisal - £400.00**
- Planning application fee - £210.00**
- Building regulations fees – to be confirmed**
- OS Plan application - £15.00**

## **12. HIGHWAYS MATTERS**

### **(i) Parking on Church Road**

Councillors Horner and Kenny reported on car parking on Church Road.

Councillor Waddelove agreed to attend a site visit with the relevant officers from Cheshire West and Chester Council and the Police, if necessary.

### **(ii) Flooding – Inveresk Road**

Councillor Kenny added that he had received an email from a resident of Inveresk Road, reporting that the back garden was flooded with water flowing from the fields. He had completed a site visit with the Cheshire West and Chester Council Rights of Way Officer, who had agreed to investigate practical options to resolve this matter.

### **RESOLVED**

**That updates be provided when feedback is received.**

## **13. RELOCATION OF WASTE BINS**

Councillor R Horner circulated a report on this matter. He had met with an officer of Cheshire West and Chester Council and was awaiting a decision of the possibility of relocating a bin to Church Road.

**RESOLVED**

**That Councillor Waddelove to seek an update from the officer responsible at Cheshire West and Chester Council.**

**14. D DAY CELEBRATIONS**

Councillor Horner reported that there had been just one suggestion received for the D-Day celebrations. Members therefore agreed that the Parish Council would support, wherever possible, local communities who wishes to facilitate their own events.

**RESOLVED**

**That the report be noted.**

**15. REPORTER ARTICLE**

Members discussed articles for the Reporter. Councillor Waddelove agreed to provide a short narrative on the new mobile phone mast.

**RESOLVED**

**That the report be noted.**

**16. FUTURE ANNUAL PARISH MEETINGS**

**RESOLVED**

**That future Parish Meetings be held on a separate day from the ordinary meeting of the Parish Council, on a date in April or May.**

**17. URGENT ITEMS**

There were no items which the Chair was of the opinion required consideration as a matter of urgency.