

## TILSTON PARISH COUNCIL

14th November 2024

Commenced: 6.00 pm

Terminated: 7.35 pm

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

Also in attendance was Mr Simon Kettle (SAK Design) and 5 Members of the Public

### 1. APOLOGIES FOR ABSENCE

All Members were in attendance at the meeting.

### 2. DECLARATIONS OF INTEREST

There were no declarations of interests from Members of the Parish Council.

### 3. MINUTES

The Minutes of the proceedings of the Meeting of the Parish Council held on 12<sup>th</sup> September 2024 were approved as a correct record and signed by the Chair.

### 4. RESIGNATION OF COUNCILLOR J HORNER

Members noted the recent resignation of Councillor Horner. The Clerk reported that the vacancy had been reported to Cheshire West and Chester Council, and the vacancy could now be filled by co-option.

#### RESOLVED

**That the report be noted.**

### 5. APPOINTMENT OF DEPUTY CHAIR

#### RESOLVED

**That Councillor Eddleston be appointed as Deputy Chair of Tilston Parish Council for the remainder of the 2024-2025 Municipal Year.**

### 6. PUBLIC FORUM

A resident referred to the pond work at Hillfield, stating that a Licence had to be obtained, to complete the works.

#### RESOLVED

**That the Clerk writes to Caitlin Cross at Cheshire West and Chester Council to enquire about the requirement for a permit/Licence, and to clarify whether or not this has been obtained.**

The resident also referred to the high cost of closing roads for holding events, to be paid by the event organisers who were often charities, which depleted the proceeds donated.

Another resident referred to the sale of the oak tree planks, stating that their sale at £80.00, was undervalued. The Chair confirmed that he had completed some research, and the planks required further treatment if they were to be made into benches (the planks weren't really suitable for benches), and the price of £80.00, was reasonable.

The Chair added that a local company had agreed to provide the necessary wood free of charge to repair the Map stand in the middle of the village, and he was currently negotiating the cost of labour.

A resident referred to the poor condition of Grange Lane due to blocked drains and fractured pipes. He added that the sub-base of the road was significantly damaged.

**RESOLVED**

**Councillor Waddelove to refer this matter to Cheshire West and Chester Council Highways Department.**

A question was asked about the new plans drawn for the car park, particularly as plans had been provided in 2019. The Chair reported that the original plans contained no specifications, therefore the Parish Council had been unable to proceed with the proposals on that document alone. It had therefore been agreed, to engage an expert in this field, hence the employment of SAK Design, who had completed an excellent job, which enabled the Parish Council to progress with its plans.

Finally, thanks were extended to the Chair for removing the summer planters and erecting the wreaths.

**RESOLVED**

**That the report be noted.**

**7. GRANT APPLICATION**

Members considered an application for grant funding from Tilston Playing Field Association and received a presentation from the Trustees.

**RESOLVED**

**That a grant award of £650.00 to the Tilston Playing Field Association be approved, towards the payment of their annual insurance premium.**

**8. BOROUGH COUNCILLOR'S REPORT**

Councillor Waddelove reported on the following matters:-

- Mobile phone mast - hopefully the build would commence in the next couple of weeks. The building work was expected to take around 4 weeks to complete. Operators were currently being tendered;
- Speeding through the village – this would be monitored by the police as soon as possible;
- Sink hole – despite being raised with Cheshire West and Chester Council's Highway Department, due to the current state of the budget, all works were now being prioritised on a case by case basis, and this didn't appear to be a priority;
- Local Plan – this had been under consultation, but following the change of Government and the announcement of new planning rules, Cheshire West and Chester had stopped progressing this matter under further details of the Governments plans were known;
- Cheshire West and Chester Council's deficit was currently of £8.4m. However, the Borough Council was hopeful that the accounts would balance at the end of the financial year.

**RESOLVED**

**That the report be noted.**

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

Mr Kettle updated the Parish Council stating that the next step was to obtain tenders for the work. Whilst he had now completed his contractual work, he was happy to continue to manage the project on a voluntary basis, and Members were grateful for his generous offer. Mr Kettle added that he would arrange the tendering process as his next task and would hopefully bring the details to the next meeting, for approval.

The Chair discussed fund raising and agreed to contact various organisations on this matter. He expected the full Parish Council to be involved in raising funds.

### **RESOLVED**

- (i) That the plans and drawings circulated by Mr Kettle, be approved;**
- (ii) That approval be given for Mr Kettle to manage the remaining project, on a voluntary basis, in consultation with the Chair and Clerk;**
- (iii) That approval be given to Mr Kettle to arrange the tendering procedure in consultation with the Chair and Clerk on this matter.**

## **10. OAK TREE MAINTENANCE**

Members were advised that an enquiry had been received from the Tilston War Memorial Hall Committee, regarding the maintenance of the oak tree, which was situated behind the Hall.

### **RESOLVED**

- (i) That Mr Kettle to look into the procedures required to carry out the work;**
- (ii) That Mr Kettle to obtain a quote from Amenity Tree for the works to the tree;**
- (iii) That the cost of any work is paid equally between the Parish Council and the Tilston War Memorial Trust.**

## **11. ASSET REGISTER 2024-2025**

### **RESOLVED**

**That the Asset Register for 2024-2025, as appended to these Minutes, and signed and dated by the Chair following his inspection, be approved.**

## **12. HILLFIELD**

### **RESOLVED**

**That Councillor Edwin-Scott be appointed to work with Councillor Roberts on this project.**

## **13. PLANNING MATTERS**

Councillor Eddleston reported that there were no planning applications that required the submission of comments by the Parish Council.

### **RESOLVED**

**That the report be noted.**

## **14. BUDGET AND FINANCE 2024-2025**

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

### **(i) Transactions**

#### **RESOLVED**

**That the following transactions be approved:-**

Payee/Payer	Description	Receipts	Payments
Cheshire Community Action (Sept)	Annual Subscription		£20.00
M Clough (Sept)	Salary September 2024		£310.90
HMRC (Sept)	PAYE September 2024		£77.80
Tilston War Memorial Hall (Oct)	Room Rental for Parish Council in Sept 2024 Invoice 240910		£20.00
Shires/PQR (Oct)	Payroll Fees October- March 2024		£130.20
Amenity Tree Care Ltd (Oct)	Amphibian Appraisal		£480.00
HMRC	VAT Refund	£182.05	
M Clough (Oct)	Salary October 2024		£311.10
HMRC (Oct)	PAYE October 2024		£77.60
RBL Poppy Appeal (Nov)	Wreath		£25.00

**(ii) Approval of Payments**

**RESOLVED**

That the following payments be approved:-

Payee/Payer	Description	Expenditure
HMRC	PAYE November 2024	£104.00
M Clough	Salary November 2024 (including backpay)	£415.74
HMRC	PAYE December 2024	Approx. £83.00
M Clough	Salary December 2024	Approx £330.00

**(iii) Explanation of Variances**

There were no variances to consider at this meeting.

**(iv) Budget Heading Expenditure 2024-2025 TO 4<sup>th</sup> November 2024**

**RESOLVED**

That the following Budget Head Expenditure to 4<sup>th</sup> November 2024 be approved:-

Budget Head	Total	Budget Allocated	£ Difference
Salary (including HMRC PAYE Costs)	£2,720.90	£5,300.00	£2,579.10
Payroll Fees	£218.40	£275.00	£56.60
Room Hire	£120.00	£250.00	£130.00
Administration	£274.09	£300.00	£25.91
Warm Spaces Project	£415.00	£500.00	£85.00
Parish Council Insurance	£311.81	£325.00	£13.19
Grants	£0.00	£650.00	£650.00
Misc Projects	£115.50	£325.00	£209.50
Subscriptions	£223.68	£275.00	£51.32
Hill Field - Maintenance	£20.00	£700.00	£680.00
Tilston War Memorial Car Park	£960.00	£5,584.78	£4,624.78
	£5,379.38	£14,484.78	£9,105.40

**(v) Bank Reconciliation as at 4<sup>th</sup> November 2024**

**RESOLVED**

**That the Bank Reconciliation, at 4<sup>th</sup> November 2024, as detailed below, be approved:-**

<u>Bank Reconciliation 4th November 2024</u>	
TILSTON PARISH COUNCIL	
Financial year ending 31 March 2025	
Prepared by: Muna Clough, Parish Clerk & RFO	
Balance per bank statements as at 4th November 2024	£
Current Account (00893268)	£9,211.02
Reserve Account (7250311)	£14,908.17
Less: any unpresented cheques	£0.00
	£0.00
Add: any unbanked cash	
Net bank balances as at 4th November 2024	£24,119.19
The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows	
<u>CASH BOOK</u>	
Opening Balances (Total Current and Reserve Account) at 1 <sup>st</sup> April 2024	£15,228.77
Current Account	£423.57
Reserve Account	£14,805.20
Add: Receipts in the year	
Current Account	£14,166.83
Reserve Account	£102.97
Less: Payments in the year	
Current Account	£5,379.38
Reserve Account	
Closing balance per cash book [receipts and payments book] must equal net bank balances above	£24,119.19

**(vi) Bank Statements**

- **Treasurers Account**

**RESOLVED**

**That the Bank Statements for the Treasurers Account dated 1<sup>st</sup> September 2024-30<sup>th</sup> September 2024 and 1<sup>st</sup> October 2024-31<sup>st</sup> October 2024, as circulated with the report, be received.**

- **Instant Account**

**RESOLVED**

**That the Bank Statement for the Instant Account dated 23<sup>rd</sup> June 2024, as previously reported, be received.**

**15. LOCAL GOVERNMENT SERVICES NATIONAL PAY AGREEMENT 2024**

- (i) Members noted that the Local Government Services National Pay Agreement from 1st April 2024 to 31st March 2025, had been agreed, and the increase applied from £14.95 per hour to £15.58 per hour for the Clerk.
- (ii) In line with the Clerk's Contract of Employment, Members considered the Clerk's contractual pay review, which would increase from Spinal Column Point 17 to Spinal Column Point 18, which equated to an increase from £15.58 per hour to £15.84 per hour, from 14<sup>th</sup> December 2024.

**RESOLVED**

- (i) **That the Local Government Services National Pay Agreement from 1st April 2024 to 31st March 2025, be noted;**
- (ii) **That the Clerk's annual pay increase from Spinal Column Point 17 to Spinal Column Point 18, be considered under Exempt Business.**

**16. HIGHWAYS MATTERS**

Councillor Roberts confirmed that there were no additional highways matters to report.

**RESOLVED**

**That the report be noted.**

**17. VE-DAY 2025**

Councillor Eddleston reported arrangements were now progressing for the celebration. This would be a joint activity with various organisations, and he would report on updates at every meeting of the Parish Council.

Members agreed that although VE Day was officially the 8<sup>th</sup> May 2025, the Parish event should be held on Saturday, 10<sup>th</sup> May 2025

**RESOLVED**

**That the Parish Event for VE Day 2025 be held on Saturday, 10<sup>th</sup> May 2025.**

**18. OAK TREE PLANKS**

**RESOLVED**

**That the sale of the oak tree planks, for the sum of £80.00, to Mr S Graham, be approved.**

**19. WARM SPACES**

**RESOLVED**

**That the Warm Spaces project recommences next week.**

**20. LAMPPOST PLANTERS, POPPIES AND CHRISTMAS WREATHS**

The Chair reported that the lamp post planters were well supported and residents were happy to refill them next year.

Depending on the condition of the Christmas wreaths, he would erect them, when he was removing the Poppies.

**RESOLVED**

**That the report be noted.**

**21. REPORTER ARTICLE  
RESOLVED**

**That Councillor Edwin-Scott to take responsibility for passing Parish Council articles to the Reporter.**

**22. URGENT ITEMS**

The Chair agreed that the following items of business should be considered as a matter of urgency.

**23. PUBLIC RECYCLING CENTRE  
RESOLVED**

**Members noted that the nearest public recycling centre was located in Chester.**

**24. YELLOW RATTLE FOR HILLFIELD  
RESOLVED**

**That the purchase of Yellow Rattle for Hillfield in the sum of £19.00 by Councillor Edwin-Scott be approved.**

**25. EXEMPT BUSINESS**

The Parish Council resolved that Members of the press and public be excluded from the meeting for the following items of business, as they contain exempt information under Section 100A(4) of the Local Government Act 1972.

**26. FORWARD PLANNING 2025-2026 – DRAFT BUDGET AND PRECEPT**

Members considered a report of the Clerk and Responsible Financial Officer on a Draft Budget for 2025-2026. The Clerk confirmed that she had not yet received any information on the Precept, so was unable to quantify the figures for individual households.

**RESOLVED**

**That this matter be further considered at the January meeting, where the Budget and Precept for 2025-2026 will be formally approved.**

**27. CLERK AND RESPONSIBLE FINANCIAL OFFICER – ANNUAL PAY REVIEW  
RESOLVED**

**That the Clerk's annual pay increase from Spinal Column Point 17 to Spinal Column Point 18, from 14<sup>th</sup> December 2024, be approved.**

## TILSTON PARISH COUNCIL

Clerk: Muna Clough, Peach Tree House, Calveley Hall Lane, Calveley, Tarporley. CW6 9LG

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### REGISTER OF ASSETS 2024-25

ASSET	ASSET VALUE
Brick Bus Shelter	£4238
Medieval Stocks	£8950
Two benches (either side of the Stocks)	£1000
Salt Bin	£407
Village Oak Map	£3446
4 Village Signs	£1517
2 x Notice Boards	£2500
Public Bench (Rookery Road/Wynter Lane)	£719
Defibrillator Cabinet	£876
Emergency Phone	£708
Engraver (July 2017)	£15
<sup>1</sup> Tilston War Memorial Hall	£1
<sup>2</sup> Hill Field (behind TWMH)	£1
1914-1918 Remembrance Carved Poppy (July 2020)	£1
Glasdon Icemaster MK11 Gritter (November 2020)	£125
HP Laptop inc. Mouse (October 2022)	£576
<b>Total Value</b>	<b>£25,080</b>

<sup>1</sup>Identified that the Parish Council owns Tilston War Memorial Hall at July 2016 (recorded in Minutes) Parish Council Meeting, However, the Parish Council does not run or maintain the Hall in accordance with the 18<sup>th</sup> February 1972 Conveyance.

<sup>2</sup> Minutes March 2018

Inspected on: .....

14/11/2024

Inspected by: .....

