

## TILSTON PARISH COUNCIL

9th January 2025

**Commenced: 7.00 pm**

**Terminated: 8.40 pm**

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

**Also in attendance was Mr Simon Kettle (SAK Design)**

### **1. MARK OF RESPECT**

The Chair sadly reported on the recent passing of Mr Eric Pomfret a former Parish Councillor. The Parish Council agreed to send a card as a mark of respect.

### **2. APOLOGIES FOR ABSENCE**

All Members of the Parish Council were in attendance at the meeting. Councillor Waddelove, the Cheshire West and Chester Councillor, submitted his apologies for absence.

### **3. DECLARATIONS OF INTEREST**

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

### **4. MINUTES**

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

### **5. PUBLIC FORUM**

There were no Members of the Public in attendance.

### **6. BOROUGH COUNCILLOR'S REPORT**

In Councillor Waddelove's absence, the Clerk read a briefing that he had submitted via email reporting on the following matters:-

- Policing
- Gullies
- Tilston sink hole
- A534 at Barton
- Changes to Tattenhall tip
- Green Bin Tax increase
- SEND
- Highways

Councillor Eddleston expressed strong concerns about the decisions being taken by Cheshire West and Chester Council, and enquired about accountability, as services were cut but Council Tax increased. Mention was also made of observations of recycling bins being collected with black bins and being emptied into the same waste container in the lorry.

### **RESOLVED**

**That the report be noted.**

## **7. EXEMPT BUSINESS**

### **RESOLVED**

**That Members of the press and public be excluded from the meeting for the Items 8 and 9, as discussions were held which contained exempt information under Section 100A(4) of the Local Government Act 1972 relating to commercial sensitivity.**

## **8. OAK TREE MAINTENANCE**

The Chair reported that he had received confirmation from the Tilston War Memorial Hall, that they would pay 50% of the cost of the works to maintain the oak tree. If the Parish Council approved the work, Mr Simon Kettle agreed to notify Amenity Tree and advise the Chairs of the Parish Council and Tilston War Memorial Hall of the date of works.

### **RESOLVED**

- (i) That works to maintain the oak tree, by Amenity Tree, in the sum of £600.00 plus VAT, be approved.**
- (ii) That an invoice for 50% of the charge be sent by the Parish Council to the Tilston War Memorial Hall, on completion of the works.**

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

Mr Simon Kettle updated Members on the progress to the Car Park at the rear of the Village Hall and reported back on estimated costs to progress with the work

### **RESOLVED**

- (i) That a Car Park Fundraising Working Party be established and its Membership be Councillors Kenny, Eddleston and Mr Simon Kettle;**
- (ii) That the Working Party looks into establishing Go Funding/Just Giving fund raising activities and reports back to each meeting of the Parish Council;**
- (iii) That delegated authority is given to the Clerk and Councillors Kenny and Eddleston to set up Fund Raising social media pages if required, in the name of the Parish Council;**
- (iv) That the Clerk, Councillors Kenny and Eddleston be authorised to apply for grants to fund the construction of the Car Park at the rear of the Village Hall, in the name of the Parish Council.**

## **10. NOTICE OF PROPOSED APPLICATION FOR STOPPING UP AT THE CAPE, TILSTON**

The Parish Council considered documents from the Cheshire West and Chester Council's Planning and Highways Solicitor on a recent Notice proposing the stopping up of the highway at The Cape, Tilston.

### **RESOLVED**

**That the Parish Council has no objections to this proposal.**

## **11. PLANNING MATTERS**

- (i) Councillor Eddleston reported that there were no planning applications for consideration at this meeting.**
- (ii) In accordance with Standing Order 5, the Parish Council noted that no comments were submitted to Cheshire West and Chester Council's Planning Authority on the following planning application:-**

**Reference Number:** 24/03468/P14

**Site Address:** Old Hall Farm Stretton Hall Lane Stretton Malpas SY14 7JE

**Proposal:** Installation of a solar photovoltaic system with supporting hardware on an existing building roof. The system capacity is 75 kWp with an

estimated annual generation of 60,406 kWh. The farm has been accepted for grant funding from the Rural Payment Agency (RPA) –

Farming Investment Fund and Improving Farm Productivity grant (RPA Project reference: S-90A-ESC).

**RESOLVED**

**That the report be noted.**

**12. 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
SAK Design (Nov)	Designing of Car Park		£2,614.39
Tilston Playing Field Assoc (Nov)	Grant towards insurance premium		£650.00
Juliet Edwin-Scott (Nov)	Yellow rattle seed		£22.98
M Clough (Nov)	Salary November 2024		£415.74
HMRC (Nov)	PAYE November 2024		£104.00
Tilston War Memorial Hall (Dec)	Room Rental for Parish Council in Nov 2024 Invoice 241110		£20.00
A Willett (Dec)	Topping car park grass		£84.00
Tilston War Memorial Hall (Dec)	Room Rental for Members' Briefing in Dec 2024 Invoice 241209		£20.00
M Clough (Dec)	Salary December 2024		£326.66
HMRC (Dec)	PAYE December 2024		£81.80

**(ii) Approval of Payments**

**RESOLVED**

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

Payee/Payer	Description	Expenditure
M Clough	Salary January 2025	Approx. £326.66
HMRC	PAYE January 2025	Approx £81.80
M Clough	Salary February 2025	Approx. £326.66
HMRC	PAYE February 2025	Approx £81.80

**(iii) Explanation of Variances**

The Clerk and Responsible Financial Officer reported that there were no variances to consider at this meeting.

**(iv) Budget Heading Expenditure 2024-2025 to 31<sup>st</sup> December 2024**

**RESOLVED**

**That the following Budget Head Expenditure to 31<sup>st</sup> December 2024 be approved:-**

Budget Head	Total	Budget Allocated	£ Difference
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Salary (including HMRC PAYE Costs)	£3,649.10	£5,300.00	£1,650.90
Payroll Fees	£218.40	£275.00	£56.60
Room Hire	£160.00	£250.00	£90.00
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	£650.00	£650.00	£0.00
Misc Projects	£199.50	£325.00	£125.50
Subscriptions	£223.68	£275.00	£51.32
Hill Field - Maintenance	£42.98	£700.00	£657.02
Tilston War Memorial Car Park	£3,574.39	£5,584.78	£2,010.39
	£9,718.95	£14,484.78	£4,765.83

**(v) Bank Reconciliation as at 31<sup>st</sup> December 2024**

**RESOLVED**

**That the Bank Reconciliation, at 31<sup>st</sup> December 2024, as detailed below, be approved:-**

<b>Bank Reconciliation 31st December 2024</b>	
<b>TILSTON PARISH COUNCIL</b>	
<b>Financial year ending 31 March 2025</b>	
Prepared by: Muna Clough, Parish Clerk & RFO	
Balance per bank statements as at 31st December 2024	£
Current Account (00893268)	£5,403.91
Reserve Account (7250311)	£14,933.10
Less: any unpresented cheques	£532.46
	£0.00
Add: any unbanked cash	
<b>Net bank balances as at 31st December 2024</b>	<b>£19,804.55</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 (Total Current and Reserve Account)	£15,228.77
Current Account – 1 <sup>st</sup> April 2024	£423.57
Reserve Account – 1 <sup>st</sup> April 2024	£14,805.20
Add: Receipts in the year	
Current Account	£14,166.83
Reserve Account	£127.90
Less: Payments in the year	
Current Account	£9,718.95
Reserve Account	

<b>Closing balance per cash book [receipts and payments book] must equal net bank balances above</b>	<b>£19,804.55</b>

**(vi) Bank Statements**

**RESOLVED**

- (a) That the Bank Statements for the Treasurers Account dated 1<sup>st</sup> November 2024-30<sup>th</sup> November 2024 as circulated with the report, be received.**
- (b) That the Screenshot for the Instant Account at 23<sup>rd</sup> December 2024, as circulated with the report submitted, be received.**

**13. BUDGET AND PRECEPT 2025-2026**

The Clerk presented to Members a Budget-Precept Report for 2025-2026.

The proposed Budget Heads for 2025-2026 were considered, together with a forecasted expenditure.

Cheshire West and Chester Council had fixed its Taxbase for the financial year 2025 and the 2025-2026 Taxbase for Tilston Parish Council area was 297.0.

Members gave considerable deliberation to the cost to each Band D household in requesting a Precept in the sum of £12,600 and also in the sum of £12,720, which equated to an increase of this year's Precept of 5% and 6% respectively. In practical terms this would impact each Band D household by an increase of £1.44 per year or 0.3p per week (£12,600 or 3.5% per Band D household rise) or an additional £1.85 per Band D household per year or 0.4p per week (£12,720 or 4.5% per Band D household rise).

**RESOLVED**

- (i) That on behalf of the Parish Council, the Clerk and Responsible Financial Officer submits a Precept request for 2025-2026 to Cheshire West and Chester Council, for the sum of £12,720.00**
- (ii) That the Budget for 2025-2026, as appended to these Minutes, be approved.**

**14. WEBSITE**

The Clerk reported that the existing website was not working due to a plugin which was no longer maintained. She had contacted the resident who maintained the website and as the work involved would require considerable time to repair, it would cost an estimated £250. She had therefore contacted HugoFox, and had ordered a new website to be built, together with maintaining emails. The website would have a .gov domain. The total cost of the re-build would be £189.00 plus VAT and then it would cost approximately £250 per year to maintain the website and the emails. HugoFox was a reliable company, the Clerk used this organisation for other Parish Councils and the website was extremely easy to use and to navigate.

**RESOLVED**

**That the new website be retrospectively approved.**

**15. HIGHWAYS MATTERS**

Councillor Roberts reported on a document received from the Borough Council inviting Town and Parish Councils to put together volunteer groups to complete works to footpaths, for example cutting back trees and hedges on the pavements, that the Borough Council was unable to maintain. Councillor Roberts agreed to share the document.

**RESOLVED**

**That the report be noted.**

#### **16. VE-DAY 2025**

Councillor Eddleston informed the Parish Council that arrangements were progressing for celebrating VE Day 2025 (Thursday, 8<sup>th</sup> May 2025).

#### **RESOLVED**

**That the Parish Council to contribute up front funding from the Grants Budget Head, to a maximum of £500.00, anticipating that this will be refunded.**

#### **17. OAK TREE PLANKS**

Councillor Kenny reported that unfortunately, the valuation arranged with a local company hadn't been undertaken, so he had sought different valuations but prices were variable. The Members therefore considered the representation of the resident who had concerns that the asking price of £80.00 was insufficient, but the Parish Council chose to maintain its original decision.

#### **RESOLVED**

**That the oak tree planks are sold to Mr Graham for £80.00.**

#### **18. WELCOMING SPACE**

The Clerk and Responsible Financial Officer reported that the Parish Council had been successful in its application for a grant for the Welcoming Space project, in the sum of £700.00. This would significantly assist the Parish Council in delivering soup and rolls and refreshments to residents of the Village during the colder months.

#### **RESOLVED**

**That the report be noted.**

#### **19. URGENT ITEMS**

To Chair reported that the following item of business required consideration as a matter of urgency due to timeliness.

#### **20. PARISH COUNCIL AWARD FOR WORKS TO THE COMMUNITY**

The Chair reported that a local resident had been observed gritting the pavements for residents during the current icy weather.

#### **RESOLVED**

**That the Chair and Deputy Chair extend the thanks of the Parish Council to the resident for his works to the community.**

**TILSTON PARISH COUNCIL BUDGET  
2025-2026**

<b>Budget Head</b>	<b>Budget 2025-2026</b>
Salary (including HMRC PAYE Costs)	£5,300.00
Payroll Fees	£275.00
Room Hire	£240.00
Administration	£85.00
Petrol Reimbursement	£100.00
Website and Emails	£240.00
Internal Auditor	£150.00
Information Commissioner	£40.00
Parish Council Insurance	£350.00
Grants	£1,000.00
EARMARKED RESERVES Warm Spaces	£500.00
Election Fees	£100.00
Misc Projects	£250.00
Subscriptions	£275.00
Hill Field Maintenance	£700.00
Tilston War Memorial Car Park	<b>£3,495.00 (5% Precept increase) or £3,615.00 (6% Precept increase)</b>
<b>TOTAL</b>	<b>£12,720.00 (6% increase)</b>