

TILSTON PARISH COUNCIL

9th May 2024

Commenced: 7.00 pm

Terminated: 9.15 pm

Present: Councillors Kenny, Roberts, Horner and Edwin-Scott

There were 4 Members of the Public in attendance

1. APPOINTMENT OF CHAIR

RESOLVED

That Councillor Kenny be appointed Chair of the Parish Council for the 2024-2025 Municipal Year.

2. APPOINTMENT OF DEPUTY CHAIR

RESOLVED

That Councillor Horner be appointed Deputy Chair of the Parish Council for the 2024-2025 Municipal Year.

3. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Eddleston and Waddelove.

4. DECLARATIONS OF INTEREST

Councillor Kenny declared a personal interest in Minute 11(iv) as he was a neighbour of the applicant for the planning application for Holly Terrace. He did not participate in the voting thereon.

5. 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.

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

In Councillor Waddelove's absence, Councillor Kenny read the following updates:-

The flooding on Malpas Road by Tilston Lodge had been finally resolved. Concrete was found in the pipe which was suspected as the main reason for the blockage and the resulting flash flooding.

A planning application for the new mobile phone mast in Tilston had been submitted and it was currently being assessed by the Planning Department. A significant amount of supporting evidence regarding the proposed site location and mitigating steps to help reduce its visual impact on the surrounding landscape, was required.

Councillor Waddelove had supported Tilston Playing Field Association at its recent fundraising curry night and subsequent Annual General Meeting. Councillor Waddelove would continue to support the Association as he considered the playing field to be an important part of the village.

RESOLVED

That the report be noted.

7. PUBLIC FORUM

Members of the public asked questions relating to the following matters:-

- (i) Expenditure made by the Parish Council on the car park proposals. The Chair reported that to date, there had been a sum of £90.00 spent, in relation to mowing;
- (ii) The reason why a resident had planted trees on the highway. The resident was in attendance and did not wish to answer.

RESOLVED

The Clerk to contact a resident in attendance, to ascertain whether there are any documents relating to an Ecological Report carried out for Tilston Parish Council, for the car park.

8. CAR PARK AT REAR OF TILSTON WAR MEMORIAL HALL

Mr Simon Kettle reported on progress to date regarding the plans to create a car park at the rear of the War Memorial Hall. He referred to correspondence with Nick Smith, Cheshire West and Chester Council Planning Manager, who had referred to the likelihood of additional bureaucracy if the Parish Council applied for planning permission. An alternative avenue was to seek permitted development rights, which would not invoke the same challenges that would be experienced if a planning application was submitted. In response to a question, Mr Kettle added that the tree and ecology reports would still be needed if permitted development rights were authorised.

Councillor Horner reported that the ponds at Hill Field were being renovated in the summer (2024) and Mr Kettle agreed that he would liaise with Councillor Horner, as the ecology and amphibian appraisals would be linked with the renovation of the ponds.

Finally, Mr Kettle took Members through the design of the car park, and suggestions were made in relation to access and egress to the Hill Field by walkers and tractors; disabled parking; electric car charging points; bicycle parking; outdoor seating area around the tree and lighting. Councillor Kenny agreed to contact companies providing electric charging points and obtain some quotes.

The Chair reported that he had attended the last meeting of the Village Hall Committee and had shown the draft plans for the Committee's information. He added that he would be attending each meeting of the Village Hall Committee to keep them updated on the progress of the project.

RESOLVED

- (i) **That Mr Kettle be authorised to apply for permitted development for this car park, on behalf of the Parish Council.**
- (ii) **That approval be given to Mr Kettle to instruct Amenity Tree Care Limited to complete the Tree Constraints Report at a cost of £250.00 (plus VAT) and the Preliminary Ecological Assessment at a cost of £150.00 (plus VAT)**

9. APPOINTMENT TO ROLES AND RESPONSIBILITIES

RESOLVED

That the following areas of responsibility be approved:-

- (i) **Tilston War Memorial Car Park – Councillor Kenny**
- (ii) **Local Plan – Councillor Roberts and Edwin-Scott**
- (iii) **Hill Field – Councillor Horner and Roberts**
- (iv) **Highways Matters – Councillor Roberts**
- (v) **Planning Matters – Councillor Eddleston**

- (vi) **Asset Register (to physically check the assets every September) – Councillors Edwin-Scott and Horner**
- (vii) **Risk Assessment (to be updated annually in May) – Councillor Horner**

10. 2023-2024 ACCOUNTING AND GOVERNANCE STATEMENTS

Members considered the following documents:-

- (i) **AGAR Statement of Exemption 2023-2024**
RESOLVED
That the Clerk and Responsible Financial Officer be authorised to submit a Statement of Exemption to the External Auditor for the 2023-2024 Financial Year.
- (ii) **Section 1 - Annual Governance Statement 2023-2024.**
RESOLVED
That Section 1 - Annual Governance Statement 2023-2024 be approved and signed by the Chair and Clerk
- (iii) **Section 2 – Accounting Statements 2023/24**
RESOLVED
That Section 2 – Accounting Statements 2023-2024 be approved and signed by the Chair and Clerk
- (iv) **Annual Internal Audit Report 2023-2024**
RESOLVED
That the Annual Internal Audit Report 2023-2024 be received.
- (v) **Detailed Internal Audit Report 2023-2024**
RESOLVED
That the Detailed Internal Audit Report 2023-2024 be received, and the recommendations approved.

11. PLANNING MATTERS

In the absence of Councillor Eddleston, the Chair reported on the following planning applications:-

- (i) 24/00952/TEL – Land At Stretton Hall Lane Tilston Malpas. Erection of 15.0m slim lattice tower in a 10.0m x 10.0m equipment compound, meter cabinet c/w AMF panel & generator socket, Tx jointing box, 1.20m high stockproof timber post and rail fence with single strand barbed wire top and rabbit mesh bottom c/w single access gate, GPS node fixed to top of tower, and ancillary development, a native screen hedgerow on west, south, and partially on the north elevation with post and wire fence surrounding
RESOLVED
That the Parish Council raises no objections to this application.
- (ii) 24/00862/FUL – Stone Haven, Long Lane, Tilston. Demolition of existing chimney, conservatory, rear porch. Erection of two storey and single storey rear extension
RESOLVED
That no objections be submitted relating to this planning application.
- (iii) 24/00890/FUL – Stone Haven, Long Lane, Tilston. Hybrid planning application comprising of the demolition of the existing dwelling and full planning permission for the erection of one dwelling and outbuilding. Outline planning application for the erection of one dwelling with all matters to be reserved, except access.

RESOLVED

That the Parish Council objects to application 24/00890/FUL due to over intensive development and the density being inconsistent with the rest of Long Lane

- (iv) 24/00252/FUL - 5 Holly Terrace Duckington Lane Tilston Malpas SY14 7DT. Proposed first floor extension over existing outrigger.

RESOLVED

That the Parish Council raises no objections to this application.

12. BUDGET AND FINANCE

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

(i) Transactions between 14th March 2024 and 30th April 2024

Members noted the following transactions that have been made since the last meeting in March 2024, (the month in which the payments were made was in brackets):-

Payee/Payer	Description	Income	Expenditure
HMRC (March)	PAYE Quarter 4		£233.20
M Clough (March)	Salary March 2024		£310.90
Tilston War Memorial Hall (April)	Room Hire March 2024 Invoice: 240312		£20.00
CHESHIRE WEST	Precept	£12,000.00	
	Interest (Reserve Account)	£15.29	
Carden Arms (April)	Warm Spaces February		£142.50
HMRC (April)	PAYE April 2024 (now monthly)		£77.60
M Clough (April)	Salary April 2024		£311.10

RESOLVED

That the report be received

(ii) Approval of Payments

Members were asked to approve the following payments:-

Payee/Payer	Description	Expenditure
Shires	Payroll Fees April-October 2024	£88.20
M Clough	Reimbursement for Key	£5.90
CW&C	2023 Election Recharge	£90.50
HMRC	PAYE May 2024	@ £77.60
M Clough	Salary May 2024	@ £311.10
HMRC	PAYE June 2024	@ £77.60
M Clough	Salary June 2024	@ £311.10
CHALC	Annual Subscription	£203.68
	Travel Reimbursement from 12 th December 2023-9 th April 2024 – 96 miles	
	12/12/2023 – Briefing – 29 miles	
	25/01/2024 – Post Office (resident letter) – 9 miles	
	08/02/2024 – Briefing – 29 miles	
M Clough	09/04/2024 – Briefing – 29 miles	£43.20

Davenport Accountants	Internal Audit 2023-2024	£130.00
Carden Arms	Warm Spaces (March 2024)	£142.50
Carden Arms	Warm Spaces (April 2024)	£130.00

RESOLVED

That the payments detailed above, be approved.

(iii) Budget Heading Allocation 2024-2025

Members discussed the following Budget Head Allocations for 2024-2025, based on last year's Budget Head Expenditure:

Budget Head	BUDGET ALLOCATED
Salary	£5,300.00
Payroll	£275.00
Room Hire	£250.00
Administration	£150.00
Warm Spaces Project	£500.00
Parish Council Insurance	£325.00
Grants	£650.00
Misc Projects	£475.00
Subscriptions	£275.00
Hill Field - Maintenance	£700.00
Tilston War Memorial Car Park	£3,600.00
Total Income = £12,500.00 (Precept and Grant)	Total Expenditure = £12,500.00

RESOLVED

That the Budget Head Allocations for 2024-2025 detailed above, be approved.

(iv) Bank Reconciliation as at 30th April 2024

Members approved the following bank reconciliation:-

Bank Reconciliation 30th April 2024	
TILSTON PARISH COUNCIL	
Financial year ending 31 March 2025	
Prepared by: Muna Clough, Parish Clerk & RFO	
Balance per bank statements as at 30th April 2024	£
Current Account (00893268)	£11,872.37
Reserve Account (7250311)	£14,820.49
Less: any unpresented cheques	£388.28
	£0.00
Add: any unbanked cash	
Net bank balances as at 30th April 2024	£26,304.58

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)	£15,228.77
Current Account	£423.57
Reserve Account	£14,805.20
Add: Receipts in the year	
Current Account	£12,000.00
Reserve Account	£15.29
Less: Payments in the year	
Current Account	£939.48
Reserve Account	
Closing balance per cash book [receipts and payments book] must equal net bank balances above	£26,304.58

RESOLVED

That the Bank Reconciliation as at 30th April 2024 be approved.

13. WELCOME SPACE PROJECT

The Chair reminded Members that the sums of £500 had been received from a grant and £500 had been allocated from the Parish Council budget for this project.

In total, 207 people had participated from November 2023 to 25th April 2024 and the cost in total was £655.00. Therefore, a balance remained available of £345 which would be carried forward to November 2024, when the Project would recommence.

Despite the Project ending for the 2023-2024 period, residents were still attending the Warm Space and buying their own drinks and food. The Chair had been successful in obtaining a 50% discount for the residents and he thanked the Carden Arms for its generosity.

RESOLVED

That the report be noted.

14. HIGHWAYS MATTERS

Councillor Roberts reported on recent concerns expressed by residents over the planting of trees on Church Road, and explained that this matter had now been resolved.

He also raised the ongoing concerns relating to school parking. Councillor Waddelove was liaising with the school and Cheshire West and Chester Council.

RESOLVED

That the Clerk emails Councillor Waddelove for an update.

15. REPORTER ARTICLE

RESOLVED

That on this occasion, the Parish Council does not provide an update for the Reporter Article.

16. PARISH COUNCIL VACANCIES

The Chair reported on the resignation of Councillor Russell Horner. The Clerk reported that she had notified Cheshire West and Chester Council.

Councillor Kenny confirmed that the Parish Council could comprise up to 8 Councillors.

RESOLVED

That the report be noted.

17. URGENT ITEMS

The Chair reported that the following items be considered as a matter of urgency, due to time constraints.

18. PLANTERS

The Chair reported that planters for the lampposts had now been distributed to the residents for planting.

RESOLVED

That the report be noted.

19. INVERESK ROAD, FLOODING

The Chair reported that the ditch required digging out to prevent flooding. He suggested that the Community Payback Team be asked to complete this work.

RESOLVED

That Councillor Horner contacts the Community Payback Team, to ask about the possibility of this work being carried out by the Team.