

TILSTON PARISH COUNCIL

1st July 2024

Commenced: 7.00 pm

Terminated: 7.50 pm

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

Also in attendance was Mr Simon Kettle (SAK Design) and 2 Members of the Public

1. APOLOGIES FOR ABSENCE

All Members of the Parish Council 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 9th May 2024 were approved as a correct record and signed by the Chair of the Parish Council.

The Clerk reported that she had omitted the number of members of public in attendance in the original Minutes, and had now included this omission in the Minutes to be signed.

4. PUBLIC FORUM

A Member of the Public reported on previous correspondence sent to the Parish Council in 2021, relating to the plans for the proposed Car Park, relating to the trees and fence lines. He passed correspondence to Mr Kettle.

In response to a question, the Chair reported that the quote for the Map Board repairs had not yet been received, so he would look into this.

Despite submitting his apologies for absence, Councillor Waddelove was able to attend the meeting and reported that planning approval had been obtained for the mobile phone mast. It was hoped that the arrangements would be finalised in a few weeks. Councillor Eddleston agreed to track planning applications so that he could report back on their outcomes.

Councillor Waddelove also reported that the proposed double yellow lines, in the vicinity of the school on Church Road, were now in the planning stages for this financial year.

In relation to the costs of the repairs to the Village Hall roof, Councillor Waddelove confirmed that he was still trying to source funding.

5. CAR PARK AT REAR OF VILLAGE HALL

Mr Kettle reported that the surveys had not yet been carried out due to the delays caused by inaccurate suggestions that these had already previously been undertaken. He hoped however, that these would be carried out in the next couple of weeks.

Members reconfirmed their previous approval that Mr Kettle could arrange the amphibian appraisal in the sum of £400 plus VAT.

Councillor Horner referred to work to the pond, and reported that she was hoping to meet with the contractor in the next few weeks (before the work commenced). She added that whilst a commencement date had not been agreed, she anticipated that the work would commence around the end of August.

RESOLVED

That the updates be received.

6. HILLFIELD

(i) Update on the Hillfield Project

Councillor Horner reported that work had commenced on the path which had now been strimmed and mowed. It was being mowed every two to three weeks.

In relation to the area of grass at the rear of the houses, this was being cut every four to five weeks as required and work to reopen the woodland path had commenced.

RESOLVED

That the update be received.

(ii) Hillfield Maintenance Plan 2024-2025

Members received the Maintenance Plan that was approved in November 2023 and agreed that the Plan continued to meet the requirements of the Parish Council.

RESOLVED

That the Maintenance Plan submitted, be approved.

(iii) Hillfield Risk Assessments

Members considered the General Risk Assessment 2024-2025 and the Volunteer Risk Assessment 2024-2025, circulated with the agenda.

RESOLVED

That the Hillfield General Risk Assessment for 2024-2025 and the Hillfield Volunteer Risk Assessment for 2024-2025 as submitted, be approved.

(iv) Minutes of Friends of Hillfield Meeting held on 4th June 2024

RESOLVED

That the Minutes of the Friends of Hillfield Meeting, held on 4th June 2024, as submitted, be received.

7. INVERESK ROAD – FLOODING

The Chair reported that he had now enlisted four volunteers to assist in the clearing of the ditch, and that work would hopefully commence in September, when vegetation had reduced.

RESOLVED

That the update be noted.

8. PLANNING MATTERS

(i) Planning Applications

Councillor Eddleston reported on the following planning application:-

24/01711/FUL - Land At Old Hall Farm Stretton Hall Lane Stretton Malpas

TeePee at the Lost Barns development at Stretton. Substitution of the communal building as approved under application 20/01655/FUL, with a permanent Tepee structure.

RESOLVED

That the Parish Council raises no objections to this application.

(ii) Cheshire West and Chester Council – Planning Department

Requests for extra time to comment on Planning Applications - new arrangements

The Clerk reminded Members of the new arrangements from the Planning Authority which no longer facilitated requests from Parish Council's for additional time to consider and submit comments on planning applications.

RESOLVED

That approval be given to the Clerk to amend the Parish Council Standing Orders to enable Members to consult with one another on planning matters via emails, following inspection of the planning applications by Councillor Eddleston. Any comments will then be submitted by the Clerk to the Planning Authority, and reported to the next available meeting of the Parish Council to enable a record to be maintained. (If a prominent or serious planning matter requires indepth consideration, then an extraordinary meeting of the Parish Council will be called).

9. BUDGET AND FINANCE 2024-2025

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

(i) Transactions between 9th May 2024 and 21st June 2024

RESOLVED

That the following transactions made since the last meeting in May 2024, be approved:-

Payee/Payer	Description	Receipts	Payments
M Clough (May)	Reimbursement for Key		£5.90
CW&C (May)	2023 Election Recharge		£90.50
CHALC (May)	Annual Subscription		£203.68
Carden Arms (May)	Warm Spaces March		£142.50
Davenport Accountants (May)	Internal Audit		£130.00
M Clough (May)	Travel Reimbursements		£43.20
Marian Hagan (May)	Reimbursement for Microsoft 365 Annual Renewal		£59.99
Tilston War Memorial Hall (May)	Room Rental for Friends of Hillfield Meeting on 04/06/24		£20.00
M Clough (May)	Salary May 2024		£310.90
HMRC (May)	PAYE May 2024		£77.80
Tilston War Memorial Hall (June)	Room Rental for Parish Council in May 2024 Invoice 240508		£20.00
HMRC	VAT Refund	£1,984.78	
Carden Arms (June)	Warm Spaces April		£130.00

(ii) Approval of Payments

RESOLVED

That the following payments be approved:-

Payee/Payer	Description	Expenditure
HMRC	PAYE July 2024	@ £77.60
M Clough	Salary July 2024	@ £311.10
HMRC	PAYE August 2024	@ £77.60
M Clough	Salary August 2024	@ £311.10

(iii) Explanation of Variances

The Clerk suggested that the VAT refund in the sum of £1,984.78 be allocated to the Car Park project.

RESOLVED

That the VAT refund in the sum of £1,984.78 be allocated to the Car Park project.

(iv) Budget Heading Expenditure 2024-2025 to 21st June 2024

Members noted that the Budget Head Expenditure submitted with the report was outdated and the correct Budget Head Expenditure was detailed below. The Clerk explained that there would need to be a reallocation of funds at the next meeting.

RESOLVED

That the Budget Head Expenditure 2024-2025 to 21st June 2024, detailed below, be approved (this includes the allocation of £1,984.78 detailed in Minute 9(iii) above):-

Budget Head	Total	Budget Allocated	Difference	£ Balance
Salary (including HMRC PAYE Costs)	£1,166.10	£5,300.00	22.00%	£4,133.90
Payroll Fees	£88.20	£275.00	32.07%	£186.80
Room Hire	£40.00	£250.00	16.00%	£210.00
Administration	£179.10	£150.00	119.40%	-£29.10
Warm Spaces Project	£415.00	£500.00	83.00%	£85.00
Parish Council Insurance	£0.00	£325.00	0.00%	£325.00
Grants	£0.00	£650.00	0.00%	£650.00
Misc Projects	£90.50	£475.00	19.05%	£384.50
Subscriptions	£263.67	£275.00	95.88%	£11.33
Hill Field - Maintenance	£20.00	£700.00	2.86%	£680.00
Tilston War Memorial Car Park	£0.00	£5,584.78	0.00%	£3,600.00
	£2,262.57	£14,484.78		£12,182.21

(v) Bank Reconciliation as at 21st June 2024

RESOLVED

That the bank reconciliation as at 21st June 2024, detailed below, be approved:-

Bank Reconciliation 21st June 2024	
TILSTON PARISH COUNCIL	
Financial year ending 31 March 2025	
Prepared by: Muna Clough, Parish Clerk & RFO	
Balance per bank statements as at 21st June 2024	£
Current Account (00893268)	£12,534.48

Reserve Account (7250311)	£14,853.24
Less: any unpresented cheques	£0.00
	£0.00
Add: any unbanked cash	
Net bank balances as at 21st June 2024	£27,387.72
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	£13,984.78
Reserve Account	£48.04
Less: Payments in the year	
Current Account	£1,873.87
Reserve Account	
Closing balance per cash book [receipts and payments book] must equal net bank balances above	£27,387.72

(vi) Bank Statements – Treasurers Account and Instant Account

RESOLVED

That the Bank Statement for the Treasurers Account and the Bank Statement for the Instant Account, as circulated in the Report submitted, be received.

10. HIGHWAYS MATTERS

Councillor Roberts reported that there were no updates relating to Highways matters.

RESOLVED

That the report be noted.

11. REPORTER ARTICLE

RESOLVED

That any articles for the Reporter be forwarded to Councillor Horner.

12. URGENT ITEMS

The Chair reported that he would be adding VE Day Celebrations to the next agenda.