

TILSTON PARISH COUNCIL

10th September 2026

Commenced: 7.00 pm

Terminated: 8.20 pm

Present: Councillor Kenny (Chair)
Councillors Eddleston (part), Edwin-Scott, Johnson, McWilliams and Roberts

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Waddelove (Cheshire West and Chester Council).

The Chair agreed to take this item next:-

2. PLANNING MATTERS

The Parish Council considered the following planning applications:-

- (i) **Reference Number:** 26/02778/TPO
Site Address: 23 Wynter Lane Tilston Malpas SY14 7HD
Proposal: T3 Beech, reduce height by 3m in order to clear telewires and shape crown.
RESOLVED
That the Parish Council raises no objections to this application.

- (ii) **Reference Number:** 26/02578/FUL
Site Address: Churtoncroft Stud Farm Grange Lane Tilston Malpas SY14 7DZ
Proposal: Single storey extension to dwelling
RESOLVED
That the Parish Council raises no objections to this application.

3. MINUTES

The Minutes of the proceedings of the Meeting of the Parish Council held on 9th July 2026 were approved as a correct record and signed by the Chair.

4. DECLARATIONS OF INTEREST

There were no declarations of interest from Members of the Parish Council on matters to be discussed at the Meeting.

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

In his absence, Councillor Waddelove had submitted a report explaining that he had met with a resident involved in local speed watch, and an officer from Cheshire West and Chester Highways, over speeding concerns in the village.

6. PUBLIC FORUM

There were no Members of the Public in attendance.

7. BUDGET AND FINANCE 2026-2027

The Parish Council considered the following report from the Clerk and Responsible Financial Officer:-

(i) Transactions

RESOLVED

That the following transactions be approved:-

Payee/Payer	Description	Receipts	Payments
Tilston Village Hall	Room Hire for June		£21.00
Hugofox	Emails		£2.99
Lloyds Bank	Interest	£6.33	
1st Tilston Guides	Grant		£500.00
Juliet Edwin-Scott	Reimbursement for Broxton Gates		£479.52
Information Commissioner	Annual Subscription		£47.00
CHALC	Annual Subscription		£214.40
Lloyds Bank	Bank Charges		£4.25
M Clough	July Salary		£345.72
HMRC	July PAYE/NI		£88.67
H & AM Willett	Erecting Fencing and gates		£348.00
H & AM Willett	Cutting fire break		£24.00
HugoFox	Emails		£2.99
Tilston Village Hall	Room Hire for July		£21.00
Lloyds Bank	Interest	£6.76	
PKF Littlejohn	External Audit		£378.00
M Clough	August Salary		£345.72
HMRC	August PAYE/NI		£88.67

(ii) Approval of Payments

RESOLVED

That the following payments be approved:-

Payee/Payer	Description	Expenditure
M Clough	Salary September 2026 (Including Backpay)	Approx £450.00
HMRC	PAYE/NI September 2026	£120.00
M Clough	Salary October 2026	Approx. £370.00
HMRC	PAYE/NI October 2026	Approx £105.00
HugoFox	September and October Email Charges	£2.99 per month
Lloyds Bank	Bank Charges September and October	£4.25 per month

(iii) Explanation of Variances

There were no variances to report to the meeting.

(iv) Budget Head Expenditure 2026-2027 to 1st September 2026

RESOLVED

That the following Budget Head Expenditure to 1st September 2026 be approved:-

Budget Head	Total	Budget Allocated	£ Difference
Salary (including HMRC PAYE Costs)	£2,171.95	£5,550.00	£3,378.05
Payroll Fees	£97.20	£300.00	£202.80
Room Hire	£105.00	£240.00	£135.00
Administration	£84.99	£150.00	£65.01

Petrol Reimbursement	£39.15	£120.00	£80.85
Website and Emails	£14.95	£300.00	£285.05
Internal Auditor	£143.35	£150.00	£6.65
External Auditor	£378.00	£378.00	£0.00
Information Commissioner	£47.00	£50.00	£3.00
Parish Council Insurance	£0.00	£450.00	£450.00
Grants	£500.00	£611.00	£111.00
Warm Spaces	£0.00	£500.00	£500.00
Election Fees	£0.00	£100.00	£100.00
Projects	£0.00	£2,500.00	£2,500.00
Subscriptions	£214.40	£275.00	£60.60
Hill Field Maintenance	£1,003.89	£2,000.00	£996.11
Bank Charges	£17.00	£60.00	£43.00
	£4,816.88	£13,734.00	£8,917.12

(v) Bank Reconciliation as at 1st September 2026

RESOLVED

That the following bank reconciliation to 1st September 2026 be approved:-

Bank Reconciliation 1st September 2026	
TILSTON PARISH COUNCIL	
Financial year ending 31 March 2027	
Prepared by: Muna Clough, Parish Clerk & RFO	
Balance per bank statements as at 31st August 2026	£
Current Account (00893268)	£18,155.69
Reserve Account (7250311)	£15,427.03
Less: any unpresented cheques	
Current Account (00893268)	£434.39
Reserve Account (7250311)	£0.00
Add: any unbanked cash	
Current Account (00893268)	£0.00
Reserve Account (7250311)	
Net bank balances as at 1st September 2026	£33,148.33
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)	
Current Account - 1st April 2026	£8,690.29
Reserve Account - 1st April 2026	£15,394.53

Add: Receipts in the year	
Current Account (00893268)	£13,847.89
Reserve Account (7250311)	£32.50
Less: Payments in the year	
Current Account (00893268)	£4,816.88
Reserve Account (7250311)	£0.00
Closing balance per cash book [receipts and payments book] must equal net bank balances above	£33,148.33

(vi) Bank Statements

RESOLVED

That the following Bank Statements, as circulated with the report, be approved:-

- **Treasurers Account**
1st July 2026 – 31st July 2026
1st August 2026 – 31st August 2026
- **Instant Access Account**
1st September 2026

8. 2026-27 NATIONAL SALARY AWARD

The Parish Council noted that The National Joint Council for Local Government Services (NJC) had agreed the new pay scales for 2026-27 to be implemented from 1 April 2026 which would equate to a pay increase of 3.3%.

RESOLVED

That the report be noted.

9. INTERNAL AUDIT REPORT 2025-2026

The Clerk reported that the Internal Auditor had returned the wrong report for the Parish Council, which had subsequently been received at a meeting. For financial accuracy, the Parish Council was asked to receive the report circulated with this Agenda, which was correct.

RESOLVED

That the report circulated with the Agenda, be received.

10. EXTERNAL AUDIT REPORT 2025-2026

The Parish Council received the Report of the External Auditor and noted that there were no recommendations for improvements to the Parish Council's financial procedures.

RESOLVED

That the Report of the External Auditor for 2025-2026, be received.

11. CAR PARK

The Parish Council discussed matters relating to the car park. Councillors Kenny and Johnson would be completing some strimming work; the grass had been baled by Willetts; two benches from the Green had been relocated to the car park.

RESOLVED

That the report be noted.

12. HILL FIELD

Councillor Edwin-Scott reported that, should a similarly dry summer occur next year, the fire break would be put in at an earlier stage to mitigate seasonal risk. Litter collection had been completed, and the field had been well used throughout the summer, with positive feedback received from residents.

Members were advised that a festival was planned to take place in the Hall and on the field on 24 October 2026. In the woodland area, a bog habitat was being created, and recent tree inspections had been carried out. Bulbs would be planted as part of ongoing seasonal maintenance.

It was further noted that the hedge had largely survived the drought conditions, although additional hedging would be planted. Members agreed that a field management diary for maintenance and events should be prepared for the forthcoming year.

RESOLVED

That the report be noted.

13. BENCHES FOR THE VILLAGE GREEN

The Parish Council acknowledged with thanks the generous gift from a resident to replace the two existing benches on the Green, with two new benches. The old benches were relocated behind the Village Hall.

RESOLVED

That the report be noted.

14. FOOTPATH TO SCHOOL

The Chair reported concerns regarding the overgrown foliage and surface deterioration along the footpath leading to the school. Although no actions were agreed, the Members acknowledged that the Parish Council had been instrumental in securing the provision of this footpath, and that ongoing maintenance would be required to ensure its continued safe use.

RESOLVED

That the report be noted.

15. MULTI-ORGANISATIONAL VILLAGE GROUP MEETING

Councillor McWilliams reported that he had yet to secure a multi-organisational village group meeting.

RESOLVED

That Councillor McWilliams sends an email to all organisations inviting them to attend a joint meeting.

At this juncture, Councillor Eddleston retired from the meeting.

16. MAP HOLDER ON THE GREEN

The Chair reported that he had received a quote from Cheshire Oak Structures in the sum of £1,500.00 plus VAT. This included the replacement oak, design, removal of old map holder and the installation of the new map holder. There would be an additional cost of replacing the existing map, or refurbishing the existing map

RESOLVED

- (i) That the contract to Cheshire Oak Structures, in the sum of £1,500.00 plus VAT, be approved.**
- (ii) That further consideration of the map be undertaken once its current condition is known, enabling an informed decision on any required actions.**

17. HIGHWAYS MATTERS

Councillor Edwin-Scott reported on the possibility of a speed assessment for Malpas Road, by Cheshire West and Chester Council.

RESOLVED

That the Parish Council enquires about the possibility of Cheshire West and Chester Council, completing a speed assessment on Malpas Road.

18. PARISH COUNCIL COMMUNICATION

Councillor McWilliams enquired about the Parish Council's communication with residents. The Clerk was asked to contact the Clerk of Shocklach Parish Council to request that any communications affecting Tilston, be shared with this Parish Council.

RESOLVED

That the appointment of Councillor McWilliams, as the Parish Council's Communications Lead, be approved.

19. FOOTPATHS WORKING PARTY

The Parish Council considered a proposal by Councillor McWilliams to establish a Footpaths Working Party.

RESOLVED

That the appointment of Councillor McWilliams, as the Parish Council's Footpaths Lead, be approved.

20. DATE OF NEXT MEETING

The Parish Council noted that the next meeting would be held on 12th November 2026 at 7.00 pm at Tilston Village Hall.

21. URGENT ITEMS

The Chair agreed that the following matters be discussed, due to time constraints.

22. GRANT

There was currently a balance of only £111.00 available for grants.

RESOLVED

That the allocation of an additional sum of £1,000.00 to the Grants Budget Head, be approved.

23. CHESHIRE WEST AND CHESTER LOCAL PLAN

RESOLVED

That the appointment of Councillor Roberts as the Lead Councillor regarding the Cheshire West and Chester Local Plan, be approved.

24. WARM SPACE

The Warm Space would be recommenced on 6th November at 12 noon, until March 2027, at the Carden Arms. A grant would be submitted by the Clerk, as soon as they were available.

RESOLVED

That the report be noted.

25. POPPY WREATH

A Councillor was required to lay the wreath on 8th November, Remembrance Sunday. The Chair would ask the Deputy Chair if he could be available for this event.

RESOLVED

That the report be noted.

26. ATTENDANCE

The Chair asked that apologies be submitted for any absences from meetings.

RESOLVED

That the report be noted.