

TILSTON PARISH COUNCIL

14th May 2026

Commenced: 7.00 pm

Terminated: 7.55 pm

Present: Councillor Kenny (Chair)
Councillors Eddleston and Roberts

1. APPOINTMENT OF CHAIR

RESOLVED

That Councillor Kenny be appointed Chair of Tilston Parish Council for the 2026-2027 Municipal Year.

2. APPOINTMENT OF DEPUTY CHAIR

RESOLVED

That Councillor Eddleston be appointed Deputy Chair of Tilston Parish Council for the 2026-2027 Municipal Year.

3. APOLOGIES FOR ABSENCE

Councillors Edwin-Scott, Johnson and McWilliams submitted their apologies for absence. Councillor Waddelove, the Borough Councillor, also submitted his apologies for absence.

4. DECLARATIONS OF INTEREST

There were no declarations of personal and prejudicial interests from Members of the Parish Council on matters to be discussed at the Meeting.

5. MINUTES

The Minutes of the proceedings of the Meeting of the Parish Council held on 12th March 2026 were approved as a correct record and signed by the Chair.

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

In his absence, Councillor Waddelove had provided an update report on the following matters:-

- The road sweeper had been deployed in Tilston, following the request of Councillor Kenny
- No progress was available on the mobile phone mast
- Concerns had been expressed regarding a snakes crossing sign, which had been referred to the Highways Department
- No progress was available on the request for double yellows outside the primary school

RESOLVED

That the report be noted.

7. PUBLIC FORUM

There were no Members of the Public in attendance.

8. ACCOUNTING AND GOVERNANCE STATEMENTS 2025-2026

RESOLVED

That the following documents, as circulated with the Agenda, be approved:-

- (i) Section 1 - Annual Governance Statement 2025-2026
- (ii) Section 2 – Accounting Statements 2025/26

That the following documents, as circulated with the Agenda, be approved:-

- (iii) Annual Internal Audit Report 2025-2026
- (iv) Detailed Internal Audit Report 2025-2026

9. GOVERNANCE 2026-2027

RESOLVED

That the following Governance documents, as circulated with the Agenda, be approved:-

- (i) Standing Orders 2026-2027
- (ii) Financial Regulations 2026-2027
- (iii) Councillor Code of Conduct 2026-2027
- (iv) GDPR Policy 2026-2027
- (v) Publication Scheme 2026-2027
- (vi) Retention of Documents Policy 2026-2027
- (vii) IT Policy 2026-2027
- (viii) Safeguarding Policy 2026-2027
- (ix) Risk Assessment 2026-2027
- (x) Asset Register 2026-2027 – confirmed inspected by Councillor Roberts on 14th May 2026.

10. APPOINTMENT TO ROLES AND RESPONSIBILITIES

RESOLVED

That the following appointments, of Lead Councillors to associated roles and responsibilities, be approved:-

- (i) Tilston War Memorial Car Park – Councillors Kenny and Eddleston
- (ii) Hill Field - Councillors Edwin-Scott and Roberts
- (iii) Highways Matters – Councillor Johnson (parking on pavements; speeding in village)
- (iv) Planning Matters – Councillor Eddleston
- (v) Asset Register – Councillor Roberts
- (vi) Risk Assessment – Councillor Roberts
- (vii) Warm Space – Chair
- (viii) Map Stand Refurbishment and Stocks – Councillor Johnson
- (ix) Planters – Councillor Kenny
- (x) Bus Stop – Councillor McWilliams
- (xi) Community Co-ordination - Councillor McWilliams
- (xii) Poppies – Councillors Kenny and Johnson
- (xiii) Wreaths – Councillor Johnson

11. PLANNING MATTERS

The Parish Council considered the following planning applications.

Further information is available at the following link [Simple Search \(cheshirewestandchester.gov.uk\)](https://www.cheshirewestandchester.gov.uk)

- **New Planning Application**

- (i) **Reference Number:** 26/01009/S73
Site Address: Orchard Cottage Duckington Lane Tilston Malpas SY14 7DU
Proposal: Application to remove condition 4 (agricultural occupancy) of planning permission 6/25539 - Erection of farmworkers cottage and detached garage at Hobb Hill Farm.

RESOLVED

The Parish Council raises no objection to this planning application

- **Applications Considered under Standing Orders**

- (ii) **Reference Number:** 26/01065/CAT
Site Address: Tilston Cottage Malpas Road Tilston Malpas SY14 7HH
Proposal: 1x yew tree - removal is proposed with replacement planting of shrubs and flower beds

RESOLVED

That the Parish Council's comments, submitted on 14th April 2026, be ratified.

12. BUDGET AND FINANCE 2026-2027

The Parish Council considered a report of the Clerk and Responsible Financial Officer on the following matters:-

(i) Transactions**RESOLVED**

That the following transactions be approved:-

Payee/Payer	Description	Receipts	Payments
	Interest	£5.90	
Imperative Training Limited	Replacement Defibrillator		£834.00
Carden Arms	Invoice 101321		£163.50
M Clough	March Salary		£345.72
HMRC	March HMRC		£88.67
Bank Service Charges	March Service Charge		£4.25
M Clough	Mileage Reimbursement		£39.15
Tilston Village Hall	Invoice 260313		£21.00
HugoFox	Emails INV-25506		£2.99
	Interest	£6.54	
Cheshire West and Chester Council	Precept	£13,356.00	
Juliet Edwin-Scott	Throw Bag Reimbursement		£20.49
Juliet Edwin-Scott	Sign reimbursement		£77.88
Juliet Edwin-Scott	Sign reimbursement		£27.00
Davenport Accountants	Internal Audit		£143.35
M Clough	April Salary		£345.72
HMRC	April PAYE/NI		£88.67
Lloyds Bank	Bank Charges		£4.25
HugoFox	Emails INV-26841		£2.99
Tilston Village Hall	Room Hire for April		£21.00
Shires Accountants	Payroll Fees		£97.20
Juliet Edwin-Scott	Signs Reimbursement		£27.00

(ii) Approval of Payments**RESOLVED**

That the following payments be approved:-

Payee/Payer	Description	Expenditure
M Clough	Salary May 2026	Approx £350.00
HMRC	PAYE/NI May 2026	£97.00
M Clough	Salary June 2026	Approx. £350.00
HMRC	PAYE/NI June 2026	Approx £97.00
HugoFox	May and June Email Charges	£2.99 per month
Lloyds Bank	Bank Charges May and June	£4.25 per month

(iii) Explanation of Variances

There were no variances to report to the meeting.

(iv) **Budget Head Expenditure 2026-2027 to 7th May 2026**

RESOLVED

That the following Budget Head Expenditure to 7th May 2026, be approved:-

Budget Head	Total	Budget Allocated	£ Difference
Salary (including HMRC PAYE Costs)	£434.39	£5,550.00	£5,115.61
Payroll Fees	£97.20	£300.00	£202.80
Room Hire	£42.00	£240.00	£198.00
Administration	£0.00	£150.00	£150.00
Petrol Reimbursement	£39.15	£120.00	£80.85
Website and Emails	£5.98	£300.00	£294.02
Internal Auditor	£143.35	£150.00	£6.65
Information Commissioner	£0.00	£50.00	£50.00
Parish Council Insurance	£0.00	£450.00	£450.00
Grants	£0.00	£611.00	£611.00
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	£0.00	£275.00	£275.00
Hill Field Maintenance	£152.37	£2,000.00	£1,847.63
Bank Charges	£4.25	£60.00	£55.75
	£918.69	£13,356.00	£12,437.31

(v) **Bank Reconciliation as at 7th May 2026**

RESOLVED

That the following Bank Reconciliation to 7th May 2026, be approved:-

Bank Reconciliation 7th May 2026	
TILSTON PARISH COUNCIL	
Financial year ending 31 March 2027	
Prepared by: Muna Clough, Parish Clerk & RFO	
Balance per bank statements as at 30th April 2026	£
Current Account (00893268)	£21,280.04
Reserve Account (7250311)	£15,401.07
Less: any unpresented cheques	
Current Account (00893268)	£152.44
Reserve Account (7250311)	£0.00
Add: any unbanked cash	
Current Account (00893268)	£0.00
Reserve Account (7250311)	£0.00
Net bank balances as at 7th May 2026	£36,528.67

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 2025	£8,690.29
Reserve Account - 1st April 2025	£15,394.53
Add: Receipts in the year	
Current Account (00893268)	£13,356.00
Reserve Account (7250311)	£6.54
Less: Payments in the year	
Current Account (00893268)	£918.69
Reserve Account (7250311)	£0.00
Closing balance per cash book [receipts and payments book] must equal net bank balances above	£36,528.67

(vi) Bank Statements

RESOLVED

That the following bank statements/transactions, as circulated with the report, be received:-

Treasurers Account

- 1st March 2026-31st March 2026
- 1st April 2026-30th April 2026

Bank Transactions – Instant Account

- 30th April 2026

13. BUSINESS PLANNING

RESOLVED

That this matter be considered initially at the next briefing meeting.

14. DATES OF MEETINGS OF TILSTON PARISH COUNCIL FOR 2026-2027 MUNICIPAL YEAR

The Parish Council approved the following dates of meetings for the 2026-2027 Municipal Year (all meetings to commence at 7.00pm at Tilston War Memorial Hall unless otherwise agreed):-

9th July 2026

10th September 2026

12th November 2026

14th January 2027

11th March 2027 – Annual Parish Meeting at 6.30 pm / Parish Council at 7.00 pm

13th May 2027

15. URGENT ITEMS

There were no items which the Chair of Council Business was of the opinion required consideration as a matter of urgency.