

# **TILSTON PARISH COUNCIL**

**11<sup>th</sup> September 2025**

**Commenced: 7.00 pm**

**Terminated: 8.50 pm**

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

**Councillor Waddelove – Cheshire West and Chester Borough Councillor**

## **1. APOLOGIES FOR ABSENCE**

There were no apologies for absence from Members of the Parish Council.

## **2. MINUTES**

The Minutes of the proceedings of the Special Meeting of the Parish Council held on 14<sup>th</sup> August 2025 were approved as a correct record and signed by the Chair.

## **3. DECLARATIONS OF INTEREST**

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

## **4. REPORT OF COUNCILLOR WADDELOVE - CHESHIRE WEST AND CHESTER COUNCILLOR**

Councillor Waddelove reported on the following matters:-

- The location of speed limit signs;
- The implementation of double yellow lines outside the primary school which would be progressed this financial year;
- The Borough Council had just completed consulting over a Local Plan;
- The Borough Council had approved the Devolution proposals;
- The Highways Volunteer Scheme

## **RESOLVED**

**That Councillor Waddelove be appointed the Parish Council's representative on the Highways Volunteer Scheme, and would submit the appropriate forms to the Borough Council.**

## **5. PUBLIC FORUM**

There were no Members of the Public at the meeting.

## **6. ASSET REGISTER**

Councillor Roberts reported on the Asset Register.

## **RESOLVED**

- (i) **That the Clerk contacts CHALC for the purpose of the values of the assets.**
- (ii) **That Councillors Roberts and Johnson to look into the Asset Register further and report back to the next meeting.**
- (iii) **That Councillor Eddleston removes the painted graffiti at the bus shelter.**
- (iv) **That Councillor Kenny repairs the wording on the Village sign.**
- (v) **That further consideration of the Map Stand be deferred until the next financial year.**
- (vi) **That further consideration of the Stocks be deferred until the next financial year.**
- (vii) **That further consideration of the benches be deferred until next financial year.**

## 7. RISK ASSESSMENT

Councillor Roberts reported on the Risk Assessment.

### RESOLVED

**That the Risk Assessment, as appended to these Minutes, be approved.**

## 8. PLANNING MATTERS

Members noted that the following planning applications had been considered under the provisions of the Standing Orders:-

- (i) Reference Number: 25/01815/FUL  
Site Address: Church Farm Church Road Tilston Malpas SY14 7HB  
Proposal: Change of use of rural building with side extension to provide residential unit for use as a holiday let.  
Comments submitted: That the Parish Council did not submit any comments to this proposal.
- (ii) Reference Number: 25/02075/FUL  
Site Address: Willow Cottage 19 Church Road Tilston Malpas SY14 7HB  
Proposal: Single storey rear extension and first floor side extension  
Comments submitted: That the Parish Council did not submit any comments to this proposal.

### RESOLVED

**That the applications be noted.**

## 9. BUDGET AND FINANCE 2025-2026

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

### (i) Transactions

#### RESOLVED

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

Payee/Payer	Description	Receipts	Payments
HugoFox	New Website (Delayed invoice)		£226.80
Lloyds Bank	Service Charge		£4.25
Tilston War Memorial Hall	Room Hire Invoice 250610		£20.00
	Interest	£18.77	
GOFUNDME	Donation for Car Park	£2,912.75	
ICO	Annual Fee		£47.00
Lloyds Bank	Service Charge		£4.25
HMRC	July PAYE		£82.40
M Clough	July Salary		£329.44
M Clough	Travel reimbursements		£78.30
Tilston War Memorial Hall	Room Hire Invoice 250709		£20.00
Zurich Municipal	Annual Fee		£315.50
	Interest	£15.81	
	Donation for Car Park	£20,000.00	
M Clough	August Salary		£329.44
HMRC	August PAYE		£82.40
	Donation for Car Park	£20,000.00	

(ii) **Approval of Payment**

**RESOLVED**

That the following payments be approved:-

<b>Payee/Payer</b>	<b>Description</b>	<b>Expenditure</b>
M Clough	*Salary September 2025	£393.20
HMRC	*PAYE September 2025	£98.20
HMRC	*NI September 2025	£11.16
M Clough	Salary October 2025	Approx. £340.00
HMRC	PAYE/NI October 2025	Approx £95.00
Willetts	Grass cutting	£150.00

\* The Parish Council noted that the National Local Government Pay Agreement had been agreed in the sum of 51p per hour to be backdated to 1<sup>st</sup> April 2025.

(iii) **Explanation of Variances**

**RESOLVED**

That the sum of £9.00 be transferred from the Internal Auditor Budget to the Administration Budget and £7.00 be transferred from the Parish Council Insurance Budget to the Information Commissioner Budget.

(iv) **Budget Heading Expenditure 2025-2026 to 31<sup>st</sup> August 2025**

**RESOLVED**

(a) That the following Budget Head Expenditure to 31<sup>st</sup> August 2025, be approved;

<b>Budget Head</b>	<b>Total</b>	<b>Budget Allocated</b>	<b>£ Difference</b>
Salary (including HMRC PAYE Costs)	£2,059.20	£5,300.00	£3,240.80
Payroll Fees	£93.60	£275.00	£181.40
Room Hire	£100.00	£240.00	£140.00
Administration	£121.89	£113.00	-£8.89
Petrol Reimbursement	£78.30	£100.00	£21.70
Website and Emails	£226.80	£240.00	£13.20
Internal Auditor	£136.50	£150.00	£13.50
Information Commissioner	£47.00	£40.00	-£7.00
Parish Council Insurance	£315.50	£350.00	£34.50
Grants	£0.00	£1,000.00	£1,000.00
Election Fees	£0.00	£100.00	£100.00
Misc Projects	£0.00	£250.00	£250.00
Subscriptions	£246.04	£247.00	£0.96
Hill Field - Maintenance	£0.00	£700.00	£700.00
Tilston War Memorial Car Park	£390.00	£3,615.00	£3,225.00
Warm Spaces	£19.00	£19.00	£0.00
	£3,833.83	£12,739.00	£8,905.17

(b) That any Grant Applications be deferred for the time being.

(v) **Bank Reconciliation as at 31<sup>st</sup> August 2025**

**RESOLVED**

That the following Bank Reconciliation to 31<sup>st</sup> August 2025, be approved:-

<b>Bank Reconciliation 31st August 2025</b>	
<b>TILSTON PARISH COUNCIL</b>	
<b>Financial year ending 31 March 2026</b>	
Prepared by: Muna Clough, Parish Clerk & RFO	
Balance per bank statements as at 31st August 2025	£
Current Account (00893268)	£12,416.74
Reserve Account (7250311)	£65,975.69
Less: any unpresented cheques	
Current Account (00893268)	
Reserve Account (7250311)	
Add: any unbanked cash	
Current Account (00893268)	
Reserve Account (7250311)	
<b>Net bank balances as at 31st August 2025</b>	<b>£78,392.43</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)	
Current Account - 1st April 2025	£3,606.62
Reserve Account - 1st April 2025	£14,970.36
Add: Receipts in the year	
Current Account (00893268)	£23,571.77
Reserve Account (7250311)	£60,077.51
Less: Payments in the year	
Current Account (00893268)	£23,833.83
Reserve Account (7250311)	£0.00
<b>Closing balance per cash book [receipts and payments book] must equal net bank balances above</b>	<b>£78,392.43</b>

(vi) **Bank Statements – Treasurers Account**

**RESOLVED**

That the following bank statements, be received:-

- 1<sup>st</sup> July 2025 – 31<sup>st</sup> July 2025
- 1<sup>st</sup> August 2025 – 31<sup>st</sup> August 2025

**(vii) Bank Transactions – Instant Account**

**RESOLVED**

**That the following bank statement, be received:-**

- **11<sup>th</sup> July 2025**

**10. CAR PARK AT REAR OF VILLAGE HALL**

The Chair updated the Parish Council on the work that had commenced on 8<sup>th</sup> September 2025. There had been an increase, to the original quote, for the price of the plastic grids, due to a retail increase. Also, kerb stones were now being used instead of wood, to mark the boundary.

Members discussed the official opening of the car park and agreed that the Chair and Deputy Chair should make arrangements for its opening.

**RESOLVED**

- (i) That the use of kerb stones instead of wood, be approved.**
- (ii) That the new quote from Plant Robinson, in the sum of £55,461.55, be approved.**

**11. HILL FIELD**

Councillors Edwin-Scott and Roberts sought approval for working with an grant expert to seek external funding for a number of projects.

**RESOLVED**

- (i) That the use of Hill Field for forest school be supported.**
- (ii) That Councillors Edwin-Scott and Roberts further investigate the cost to the Parish Council of using a grant expert to seek external funding, particularly, the costs incurred by the Parish Council, if a grant is not awarded.**

**12. MAINTENANCE OF THE FOOTPATH AT TOWN FIELD**

The Chair reported on the condition of the footpath at Town Field and the Parish Council considered and agreed the next steps.

**RESOLVED**

**That Councillor Johnson to inspect the condition of the footpath and arrange a quote from Alan Willett to remove the weeds with a non-chemical weedkiller.**

**13. PARKING ON THE PAVEMENT**

The Chair reported on the problems associated with parking on the pavement.

**RESOLVED**

**That Councillor Eddleston to speak to the PCSO on this matter.**

**14. MAP HOLDER ON THE GREEN**

**RESOLVED**

**That this matter be deferred to the next financial year.**

**15. HIGHWAYS MATTERS**

Councillor Johnson reported on the ongoing parking problems associated with the primary school and noted Councillor Waddelove's update on this matter (Minute 4).

**RESOLVED**

**That the report be noted.**

**16. DATE OF NEXT MEETING**

The Parish Council noted that the next meeting of the Parish Council would be held on 13<sup>th</sup> November 2025 at 7.00 pm at Tilston War Memorial Hall.

**17. URGENT ITEMS**

The Chair was of the opinion that the following item of business should be considered as a matter of urgency.

**18. WREATH**

**RESOLVED**

**That a wreath be purchased for the Parish Council for Remembrance Day.**

**Tilston Parish Council Risk Assessment 2025-2026**

Identified Risk	Potential consequence of risk	Assessment of impact (H/M/L)	Likelihood of risk occurring (H/M/L)	Controls in place to manage risk	Required Action
Loss or damage of physical assets owned by the Council.	Assets unable to be used. Expense of replacing assets.	H	M	An up to date register of assets. Adequate insurance of assets.	Regularly update register of assets and review insurance accordingly.
The risk of damage to third party property or individuals as a consequence of the Council providing services or amenities to the public.	Risk of litigation should an individual or third party property become injured or damaged.	H	M	Public liability insurance. Continue to report the failure of services and amenities to the public to the relevant authority.	Annual review of Public Liability Insurance cover
Loss of cash through theft or dishonesty.	The Council may be unable to provide its services. Damage to reputation of the Council.	H	L	Regular bank reconciliations are carried out. Internal audit carried out annually.	All payments detailed at Council Meetings.
Security and maintenance of documents and equipment.	Risk of loss of council records or property.	H	L	Documents backed up and Officer equipment safely stored when not in use.	Regular back up of laptop documents and website.
Compromised banking arrangements, including borrowing or lending as they are inadequate.	Loss of income through poor investment of funds. Bank charges incurred through unauthorised borrowing.	L	L	Regular bank reconciliations are carried out before each Council meeting. The budget is monitored each month and balances are transferred between the deposit account and current account.	
Inaccuracies in Financial records	Public criticism by reviewer of accounts leading to reputational challenges	M	L	Cash book is maintained throughout the year. At the year end, financial statements are produced from the cash book and adopted by the Council.	Continue to formally receive financial statements at every meeting of the Parish Council

Identified Risk	Potential consequence of risk	Assessment of impact (H/M/L)	Likelihood of risk occurring (H/M/L)	Controls in place to manage risk	Required Action
				<p>The bank reconciliation is presented to all meetings.</p> <p>All invoices and payments are now stored on the cloud.</p>	
Failure to ensure all business activities are within legal powers applicable to local councils.	Ultra-vires expenditure could lead to local elector challenge. Possible external auditor investigation / public interest report. This would result in increased fees and bad publicity for the Council.	M	L	<p>All payments are authorised by the Council at Council meetings.</p> <p>CHALC Membership</p>	<p>The Minutes record all decisions taken and payments made.</p> <p>Ensure Clerk's training is up to date.</p>
Failure to ensure all requirements are met under employment law and HMRC regulations.	Fines for not meeting requirements. Liability for unpaid tax. Risk of legal action from employee.	M	L	<p>Payroll records maintained each month.</p> <p>Parish Clerk has contract for employment which is reviewed annually.</p> <p>Annual payroll returns are submitted on time via Shires payroll.</p> <p>Employment contract for Parish Clerk is approved by Council.</p>	
Failure to ensure all requirements are met under Customs and Excise regulations.	Entitlement to reclaim of VAT for a period being lost.	M	L	<p>VAT is analysed separately in the cash book.</p> <p>VAT invoices are retained.</p> <p>VAT returns are submitted annually.</p>	
Failure to ensure the adequacy of the annual precept within sound budgeting arrangements.	The Council would not be able to meet its objectives due to lack of funds.	H	L	The Council set a budget annually in the annual budget meeting.	



Identified Risk	Potential consequence of risk	Assessment of impact (H/M/L)	Likelihood of risk occurring (H/M/L)	Controls in place to manage risk	Required Action
				Actual expenditure against budgeted expenditure is reported to Council at each meeting.	
Failure to adopt timely and accurate reporting of council business in the minutes.	The Council could be open to challenge if they do not have an accurate record of any decisions taken.	L	L	Minutes are taken at each Council meeting by the Clerk, these are properly numbered and are approved at the next Council meeting.  A master copy is kept within the files stored at the Clerks home address.	To deliver the signed Minutes to the Cheshire Records Office on a five yearly basis.  Ongoing training of the Clerk as recommended by CHALC
Failure to respond to electors wishing to exercise their rights of inspection.	An elector could complain if they are not able to exercise their right of inspection.	L	L	A notice is put up on Council website notifying electors of their right to inspection of the accounts during the relevant inspection period.	
Inadequate document control.	Increased fee from the internal auditor or external auditor if there is a poor audit trail.	L	L	All documents are filed. There is an audit trail from the cash book to supporting documentation.	Respond to any comments/recommendations from the Auditor
Register of members' interests and gifts and hospitality isn't in place, complete, accurate or up to date.	Possible complaint by elector.	L	M	All members have adopted the code of conduct.	Ensure all new Members are clearly briefed about the requirements  Annual reminders to all Members to check/update their interests

Identified Risk	Potential consequence of risk	Assessment of impact (H/M/L)	Likelihood of risk occurring (H/M/L)	Controls in place to manage risk	Required Action
Disaster Recovery not in place	Loss of essential records	H	L	Secure online data storage.	
Any circumstance affecting the Council's ability to hold regular meetings	Inability to conduct council business due to not being able to hold face:face meetings	H	L	Hold meetings remotely where this is legal	Follow advice from CHALC
Supplier fraud including the adequacy of supplier onboarding controls	Loss of finances from goods paid for but not received	M	M	Most costs are only incurred after goods received Extra research if payment is to be made in advance	
Parish Council inquorate	Parish Council cannot make decisions	M	M	Immediate and extensive recruitment Positive and extensive publicity of vacancies  CWAC support Monitor and manage as appropriate	Members of Parish Council
Loss of Property	Damage including third party or criminal damage	M	M	Review adequacy of Insurance Cover	Annual reviews
Staff not in place	Essential works not carried out  Fraud by Staff	M  L	M  L	Hours, health/long term illness, training, resignation. Monitor and manage as appropriate. Fidelity guarantee value set at appropriate level	Continual membership of CHALC who will provide temporary support if required.