

TILSTON PARISH COUNCIL

10th July 2025

Commenced: 7.00 pm

Terminated: 8.35 pm

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

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Johnson and Waddelove (Cheshire West and Chester Borough Councillor).

2. MINUTES

The Minutes of the proceedings of the Meeting of the Parish Council held on 5th May 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 on matters to be discussed at the Meeting.

4. PARISH COUNCILLOR CO-OPTION RESOLVED

That the cooption of Mr Robert McWilliams to the Parish Council, be approved.

5. EXEMPT BUSINESS

The Parish Council resolved that Members of the press and public be excluded from the meeting for the following item of business, as they contain exempt information under Section 100A(4) of the Local Government Act 1972

6. CAR PARK AT REAR OF VILLAGE HALL

Members were notified of the resignation of Mr Simon Kettle from the Project, who had given a significant proportion of his time (free of charge) on this matter as the Project Manager.

Following Mr Kettle's resignation, a number of queries had arisen, and Mr Rupert Jackson from Brabners Solicitors and Councillor Eddleston updated the Parish Council on the discussions held in a meeting with the Trustees of the Tilston War Memorial Hall.

The main queries related to the legal ownership of the Hall and the surrounding land. Mr Jackson advised that the Parish Council owned the legal title of the Hall as a custodian Trustee and the Trustees of the Tilston War Memorial Hall owned an equitable title. For the purposes of the car park, the land on which the car park would be built was owned by the Parish Council, however, due to the title of ownership of the curtilage of the land which surrounded the Hall, it was important that some amendments were made to the previously approved plans, and approvals sought from the Trustees of the Tilston War Memorial Hall, in order to proceed with the project.

RESOLVED

- (i) That the Clerk seeks a copy of the insurance policy for the Tilston War Memorial Hall, and maintains a copy, annually, on record, for the Parish Council.**
- (ii) That Councillor Kenny be authorised to speak to Mr Simon Kettle, to ask him to amend the plans, following the advice received from Brabners, based on the legal matters that had now been clarified.**

- (iii) That the quote circulated from Plant Robinson, in the sum of £55,622.70, be approved.
- (iv) That Councillors Kenny and Eddleston be authorised to discuss the new plans with Plant Robinson, and report back to the Parish Council.
- (v) That the Clerk be authorised to seek permission for the amended plans, from Jones Homes.
- (vi) That Councillor Eddleston arranges a joint meeting of the Trustees of the Tilston War Memorial Hall, Tilston Parish Council and Mr Jackson, at which an official agreement is recorded for the Parish Council to have access to the car park, across the curtilage of land owned by the Tilston War Memorial Hall.
- (vii) That an invoice, when received, in the sum of £1,500.00 from Brabners, be paid by the Parish Council, with the sum of £750.00 towards this cost being from the Trustees of the Tilston War Memorial Hall, be approved.

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

In the absence of Councillor Waddelove, the Clerk read out his report.

RESOLVED

That the report be noted.

8. PUBLIC FORUM

There were no members of the public in attendance.

9. ASSET REGISTER

RESOLVED

That Councillor Roberts updates the Asset Register and presents it to the Parish Council for approval.

10. RISK ASSESSMENT

RESOLVED

That the Risk Assessment be considered at the next meeting.

11. TILSTON EVERGREEN CLUB

RESOLVED

That the Clerk, on behalf of the Parish Council, formally acknowledges with thanks the kind purchase of defibrillator pads for the Community defibrillator, by the Tilston Evergreen Club.

12. OAK TREE MANAGEMENT

The Parish Council considered queries raised by the Tilston War Memorial Trustees in relation to the recent works completed on the oak tree.

RESOLVED

That on behalf of the Parish Council, the Clerk responds to the Trustees as follows:-

The work was carried out to the Parish Councils expectations and more importantly in compliance with the planning requirements and the advice of the tree officers.

13. PLANNING MATTERS

Councillor Eddleston provided feedback on the following planning applications:-

- **Planning Applications Considered Under the Provisions of the Standing Orders**

- (i) Reference Number: 25/01604/FUL

Site Address: Maple Cottage Church Road Tilston Malpas SY14 7HB

Proposal: Demolition of existing conservatory, window and door alterations including installations of rooflights. Conversion of existing store into ancillary accommodation, including a rear extension and increase of vehicle access.

The Parish Council did not submit any comments relating to this proposal.

(ii) Reference Number: 25/01140/FUL

Site Address: Hobb Hill Farm Duckington Lane Tilston Malpas SY14 7DU

Proposal: Change of use from agricultural building to a dwelling

Comments submitted: That the Parish Council raises no objections to this proposal.

14. BUDGET AND FINANCE 2025-2026

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
	Donation for Car Park	£250.00	
	Donation for Car Park	£300.00	
Tilston War Memorial Hall	Room Hire Invoice 250410		£20.00
Carden Arms	Warm Spaces April 2025		£19.00
	Interest	£11.96	
	Donation for Car Park	£250.00	
	Donation for Car Park	£100.00	
GOFUNDME	Donation for Car Park	£250.18	
	Donation for Car Park	£250.00	
GOFUNDME	Donation for Car Park	£24.02	
	Donation for Car Park £150.00 (should have been £120.00)	£150.00	
GOFUNDME	Donation for Car Park £96.85	£96.85	
M Clough	Microsoft Office 365		£84.99
Chris Kenny	Reimbursement for overpayment on 15/05/2025		£30.00
GOFUNDME	Donation for Car Park £24.02	£24.02	
	Donation for Car Park	£500.00	
HMRC	May PAYE		£82.40
M Clough	May Salary		£329.44
	Donation for Car Park £20,000	£20,000	
Lloyds Bank	Service Charge		£4.25
Tilston War Memorial Hall	Room Hire Invoice 250507		£20.00
	Interest	£18.58	
M Clough	Reimbursement for cupboard key		£6.90
Amenity Tree	Hazard beam removal		£390.00
Adrian Waddelove	Donation for Car Park	£1,350.00	
Cheshire Community Action	Annual Subscription		£20.00
	Return Donation of £20,000 as per request received		£20,000.00

M Clough	June Salary		£329.44
HMRC	June PAYE		£82.40

(ii) Approval of Payments

RESOLVED

That the following payments be approved:-

Payee/Payer	Description	Expenditure
M Clough	Salary July 2025	Approx. £329.64
HMRC	PAYE July 2025	Approx £82.20
M Clough	Salary August 2025	Approx. £329.64
HMRC	PAYE August 2025	Approx £82.20
	Petrol Expenses to Briefing Meetings 13 th June 2024 – 29 miles 8 th August 2024 – 29 miles 12 th December 2024 – 29 miles 13 th February 2025 – 29 miles 10 th April 2025 – 29 miles 12 th June 2025 – 29 miles	
M Clough	Total Mileage – 174 miles @ 0.45p per mile	£78.30
A Willett	Cut field and baled.	Up to £400.00

(iii) Explanation of Variances

RECOMMENDED

That virement of the sum of £37.00 from the Subscriptions Budget to the Administration Budget, be approved.

(iv) Budget Heading Expenditure to 30th June 2025

RESOLVED

That the following Budget Head Expenditure to 30th June 2025 be approved:-

Budget Head	Total	Budget Allocated	£ Difference
Salary (including HMRC PAYE Costs)	£1,235.52	£5,300.00	£4,064.48
Payroll Fees	£93.60	£275.00	£181.40
Room Hire	£60.00	£240.00	£180.00
Administration	£121.89	£85.00	-£36.89
Petrol Reimbursement	£0.00	£100.00	£100.00
Website and Emails	£226.80	£240.00	£13.20
Internal Auditor	£136.50	£150.00	£13.50
Information Commissioner	£0.00	£40.00	£40.00
Parish Council Insurance	£0.00	£350.00	£350.00
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	£237.54	£275.00	£37.46
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
	£2,520.85	£12,739.00	£10,218.15

(v) **Bank Reconciliation as at 30th June 2025**

RESOLVED

That the following bank reconciliation to 30th June 2025, be approved:-

Bank Reconciliation 30th June 2025	
TILSTON PARISH COUNCIL	
Financial year ending 31 March 2026	
Prepared by: Muna Clough, Parish Clerk & RFO	
Balance per bank statements as at 30th June 2025	£
Current Account (00893268)	£13,729.72
Reserve Account (7250311)	£23,028.36
Less: any unpresented cheques	
Current Account (00893268)	£0.00
Reserve Account (7250311)	£0.00
Add: any unbanked cash	
Current Account (00893268)	£0.00
Reserve Account (7250311)	£0.00
Net bank balances as at 30th June 2025	£36,758.08
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	£3,606.62
Reserve Account - 1st April 2025	£14,970.36
Add: Receipts in the year	
Current Account (00893268)	£20,659.02
Reserve Account (7250311)	£20,042.93
Less: Payments in the year	
Current Account (00893268)	£22,520.85
Reserve Account (7250311)	£0.00
Closing balance per cash book [receipts and payments book] must equal net bank balances above	£36,758.08

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

RESOLVED

That the following bank statements be received:-

- 1st May 2025 – 31st May 2025
- 1st June 2025 – 30th June 2025

(vii) Bank Transactions – Instant Account

RESOLVED

That the details of the Commercial Instant Access Account, circulated with the Report, be received

15. HIGHWAYS MATTERS

In the absence of Councillor Johnson this item was deferred.

16. DATE OF NEXT MEETING

Members noted that the next meeting of the Parish Council would be held on 11th September 2025 at 7.00 pm at Tilston War Memorial Hall.

17. URGENT ITEMS

The Chair reported that there were no items that required consideration as a matter of urgency.