

# TILSTON PARISH COUNCIL

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Website : [www.tilstonparishcouncil.gov.uk](http://www.tilstonparishcouncil.gov.uk)

7th May 2026

Dear Councillor

You are hereby summoned to attend the **ANNUAL MEETING** of the Tilston Parish Council to be held on **Thursday, 14th May 2026 at 7.00 pm at Tilston War Memorial Hall** where the undermentioned business is to be transacted.

Yours faithfully

*M Clough*

Mrs M Clough  
Parish Clerk and Responsible Financial Officer

## AGENDA

### 1. APPOINTMENT OF CHAIR

To appoint a Chair of the Parish Council for the 2026-2027 Municipal Year.

### 2. APPOINTMENT OF DEPUTY CHAIR

To appoint a Deputy Chair of the Parish Council for the 2026-2027 Municipal Year.

### 3. APOLOGIES FOR ABSENCE

To receive any apologies for absence.

### 4. DECLARATIONS OF INTEREST

To receive any 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 12<sup>th</sup> March 2026 to be approved as a correct record and signed by the Chair of the Parish Council. (Minutes circulated).

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

Councillor Waddelove to report on matters pertinent to the Parish.

### 7. PUBLIC FORUM

To receive any questions from Members of the Public relating to matters on this Agenda. The Open Forum will not exceed a maximum of 15 minutes in duration.

### 8. ACCOUNTING AND GOVERNANCE STATEMENTS 2025-2026

To consider and approve the following AGAR documents (copies circulated):-

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

To receive the following documents (copies circulated)

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

## 9. GOVERNANCE 2026-2027

To approve the following Governance documents:-

- (i) Standing Orders 2026-2027. Copy circulated.
- (ii) Financial Regulations 2026-2027. Copy circulated.
- (iii) Councillor Code of Conduct 2026-2027. Copy circulated.
- (iv) GDPR Policy 2026-2027. Copy circulated.
- (v) Publication Scheme 2026-2027. Copy circulated.
- (vi) Retention of Documents Policy 2026-2027. Copy Circulated.
- (vii) IT Policy 2026-2027. Copy circulated.
- (viii) Safeguarding Policy 2026-2027. Copy circulated.
- (ix) Risk Assessment 2026-2027. Copy circulated.
- (x) Asset Register 2026-2027. Copy circulated.

## 10. APPOINTMENT TO ROLES AND RESPONSIBILITIES

To appoint Members of the Parish Council to lead on agreed Projects:-

### • 2025-2026 Appointments

- (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

## 11. PLANNING MATTERS

To receive feedback from Councillor Eddleston on any 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.
- (ii) **Applications Considered under Standing Orders**  
**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  
**Comments submitted on 14<sup>th</sup> April 2026, attached.**

## 12. BUDGET AND FINANCE 2026-2027

To consider and approve a report of the Clerk and Responsible Financial Officer (Report circulated).

## 13. BUSINESS PLANNING

To consider a verbal report from Councillor Roberts.

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

To approve the following dates of meetings for the Parish Council (all meetings to commence at 7.00pm at Tilston War Memorial Hall unless otherwise agreed):-

- 9<sup>th</sup> July 2026
- 10<sup>th</sup> September 2026
- 12<sup>th</sup> November 2026
- 14<sup>th</sup> January 2027
- 11<sup>th</sup> March 2027
- 13<sup>th</sup> May 2027

**15. URGENT ITEMS**

To consider any other items which the Chair of Council Business (or other person presiding) is of the opinion shall be considered as a matter of urgency.