

# TILSTON PARISH COUNCIL

13<sup>th</sup> March 2025

**Commenced: 7.00 pm**

**Terminated: 8.30 pm**

**Present:** Councillor Kenny (Chair)  
Councillors Eddleston, Edwin-Scott and Roberts (part)  
  
Councillor Waddelove (part) – Cheshire West and Chester Council  
  
Also in attendance was Mr Simon Kettle (SAK Design)

## **1. APOLOGIES FOR ABSENCE**

All Councillors were in attendance.

## **2. DECLARATIONS OF INTEREST**

There were no declarations of personal and prejudicial interests from Members of the Parish Council.

## **3. MINUTES**

The Minutes of the proceedings of the Meeting of the Parish Council held on 9<sup>th</sup> January 2025 were approved as a correct record and signed by the Chair.

## **4. COUNCILLOR VACANCY**

Members considered an application from Mr Rhys Johnson, to join the Parish Council, by co-option.

## **RESOLVED**

**That the co-option of Mr Rhys Johnson, to the Parish Council, be approved.**

## **5. PUBLIC FORUM**

There were no Members of the Public in attendance.

## **6. BOROUGH COUNCILLOR'S REPORT**

Councillor Waddelove reported on matters relating to the Parish including:-

- Speeding in Village.
- Supporting the development of the Car Park.
- Phone mast – there was a merger of Vodaphone and Three which had to be approved by the Government. The installation of a mast however, was imperative for any emergencies.
- Blocked gullies had all been reported.
- Flooding issues had been reported.
- The A534 was in a poor state of repair due to a water leak, but would be addressed. The road was scheduled to be resurfaced.
- Planning Matters – the new Labour government's planning policy would mean an increase of new houses in Cheshire West and Chester, from 500 to 2,000 per year. Tilston could be affected by new housing, as 10,000 new houses would be required in the Borough, over the next 5 years.
- Devolution – the decentralisation of power from Central Government to an Elected Mayor was currently progressing. To explain, Councillor Waddelove explained that the Lord Mayor was a ceremonial position, whereas a Strategic (Elected) Mayor would be a paid position.
- The Council Tax increase was 4.99%.
- £13.9m was being spent on new libraries in Northwich and Frodsham

**At this juncture Councillor Waddelove retired from the meeting (7.15 pm)**

**7. FUNDRAISING WORKING PARTY - CAR PARK AT REAR OF VILLAGE HALL**

- (i) Councillor Kenny reported on a number of pledges received, applications for grant funding, advertising and fundraising activities.
- (ii) Members considered the ringfencing of a sum of money in the Parish Council Bank Accounts, specifically to be spent on the development of the Car Park.

**RESOLVED**

**That the sum of £12,010.00 be ringfenced for the Development of Tilston War Memorial Car Park.**

- (iii) The Parish Council noted that Zurich Municipal had advised that public liability would provide cover for the use of any council owned land - including the use of the car park.  
If the Parish Council was looking to have the car park itself insured against damage, the insurance company would need to know a total reinstatement value which may or may not incur additional cost.

**8. OAK TREE MAINTENANCE**

Members received an update from Mr Kettle.

Pruning works had started on the pruning of the oak tree but a major fracture was discovered, which would require additional works and another planning application. Amenity Tree had quoted an additional £325.00 plus VAT for the repair work to the fracture.

**RESOLVED**

- (i) **That the quote from Amenity Tree, in the sum of £325 + VAT be agreed**
- (ii) **That the Chair approaches the Tilston War Memorial Hall Committee for a contribution of 50% of the cost of the works**
- (iii) **That SAK Design be authorised to submit a planning application for the works to the tree, on behalf of the Parish Council, if necessary.**

**9. PLANNING MATTERS**

Members noted that the following planning comments were submitted under the Standing Orders:-

Planning reference:	24/03747/FUL
Address:	Rock Cottage, Church Road, Tilston, Malpas, SY14 7HB
Proposal:	Extension to an existing dwelling and outbuilding and external landscaping works

The following comments were submitted to the Local Planning Authority on 14<sup>th</sup> February 2025  
Tilston Parish Council OBJECTS to this application as it is directly against SPD policies in the following areas:-

- (i) the significant enlargement of the extension;
- (ii) there has been no consideration of adjacent listed buildings;
- (iii) a heritage impact assessment is necessary but has not been completed;
- (iv) no ecological assessments have been submitted;
- (v) no sustainable drainage has been considered;
- (vi) the proposals are not in keeping with a conservation area.

**RESOLVED**

That the report be noted.

**10. BUDGET AND FINANCE 2024-2025**

Members considered a report of the Clerk and Responsible Financial Officer (Report circulated).

**(i) Transactions****RESOLVED**

That the following transactions be approved:-

Payee/Payer	Description	Receipts	Payments
Carden Arms	Warm Spaces December Invoice 47549		£67.50
Chris Kenny	Reimbursement for Key		£9.00
Chris Kenny	Reimbursement for Cable Ties		£7.70
S Graham	Purchase of oak planks	£80.00	
Cheshire Community Action	Welcoming Spaces Grant	£700.00	
Shires Accountants	Invoice SHI-2565		£18.00
M Clough	Salary January 2025		£329.64
HMRC	PAYE January 2025		£82.20
Tilston War Memorial Hall	Invoice No. 250109 – January Room Hire		£20.00
H & AM Willett	Work on Hill Field Various dates		£324.00
	Interest		
HugoFox	Annual Website Fees		£143.86
M Clough	Salary February 2025		£329.44
HMRC	PAYE February 2025		£82.40
Tilston War Memorial Hall	Invoice 250208 – February Room Hire		£20.00
Carden Arms	Warm Spaces January Invoice 52137		£25.00

**(ii) Approval of Payments****RESOLVED**

That the following payments be approved:-

Payee/Payer	Description	Expenditure
M Clough	Salary March 2025	Approx. £326.66
HMRC	PAYE March 2025	Approx £81.80
M Clough	Salary April 2025	Approx. £326.66
HMRC	PAYE April 2025	Approx £81.80
Davenport Accountants	Internal Audit	Approx £150.00

**(iii) Explanation of Variances**

The Clerk and Responsible Financial Officer reported that the Parish Council has received a grant of £700.00 for its Warm Space initiative. The Budget Head had therefore been increased from £500.00 to £700.00. This meant that the total Budget Allocated had increased from £14,484.78 to £14,684.78.

**RESOLVED**

That the report be noted.

(iv) Budget Heading Expenditure 2024-2025 to 28<sup>th</sup> February 2025

**RESOLVED**

That the following Budget Head Expenditure to 28<sup>th</sup> February 2025, be approved:-

Budget Head	Total	Budget Allocated	£ Difference
Salary (including HMRC PAYE Costs)	£4,472.78	£5,300.00	£827.22
Payroll Fees	£236.40	£275.00	£38.60
Room Hire	£200.00	£250.00	£50.00
Administration	£290.79	£300.00	£9.21
Warm Spaces Project	£507.50	£700.00	£192.50
Parish Council Insurance	£311.81	£325.00	£13.19
Grants	£650.00	£650.00	£0.00
Misc Projects	£343.36	£325.00	-£18.36
Subscriptions	£223.68	£275.00	£51.32
Hill Field - Maintenance	£366.98	£700.00	£333.02
Tilston War Memorial Car Park	£3,574.39	£5,584.78	£2,010.39
	£11,177.69	£14,684.78	£3,507.09

(v) Bank Reconciliation as at 28<sup>th</sup> February 2025

**RESOLVED**

That the Bank Reconciliation, at 28<sup>th</sup> February 2025, as detailed below, be approved:-

<b>Bank Reconciliation 28th February 2025</b>	
<b>TILSTON PARISH COUNCIL</b>	
<b>Financial year ending 31 March 2025</b>	
Prepared by: Muna Clough, Parish Clerk & RFO	
Balance per bank statements as at 28th February 2025	£
Current Account (00893268)	£4,237.71
Reserve Account (7250311)	£14,958.88
Less: any unpresented cheques	£45.00
	£0.00
Add: any unbanked cash	
<b>Net bank balances as at 28<sup>th</sup> February 2025</b>	<b>£19,151.59</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)	£15,228.77
Current Account - 1st April 2024	£423.57
Reserve Account - 1st April 2024	£14,805.20
Add: Receipts in the year	

Current Account	£14,946.83
Reserve Account	£153.68
Less: Payments in the year	
Current Account	£11,177.69
Reserve Account	
<b>Closing balance per cash book [receipts and payments book] must equal net bank balances above</b>	<b>£19,151.59</b>

**(vi) Bank Statements**

**RESOLVED**

- (a) That the Bank Statements for the Treasurers Account dated 1<sup>st</sup> January 2025 - 31<sup>st</sup> January 2025 and the 1<sup>st</sup> February 2025 – 28<sup>th</sup> February 2025, as circulated with the report, be received.
- (b) That the Screenshot for the Instant Account, as circulated with the report submitted, be received.

**11. HIGHWAYS MATTERS**

Councillor Roberts reported that there were no updates for consideration.

**12. LEGAL NOTICE - APPLICATION FOR THE STOPPING UP OF HIGHWAY. HEARING 26.2.25**

Councillor Johnson declared his interest in this matter, as he was the owner of the property involved in the application for the stopping up of the highway. He did not participate in the discussion.

Members noted that the Borough Council had advised that the proposed application for stopping up part of the highway adjacent to the Cape, Tilston was granted on 26 February 2025.

**RESOLVED**

**That the report be noted.**

**13. HILL FIELD**

Councillor Edwin-Scott reported on the overall vision for the field, which included:-

- Rounding of the meadow corners
- Two or three rustic benches
- The installation of a Notice Board at the field entrance with information about the flora, fauna and habitats, and annual cycle of activity
- Cheshire West and Chester Council (Nature England) would be maintaining the pond in July/August.
- The provision of bat and bird boxes
- The installation of a viewing platform by the smaller pond (health and safety measures needed to be considered)

**At this juncture, Councillor Roberts retired from the meeting, 8.00 pm**

**RESOLVED**

**That the report be noted.**

**14. VE-DAY 2025**

Members noted that Councillor Eddleston was progressing arrangements for celebrating VE Day 2025, with activities taking place on Saturday, 10<sup>th</sup> May 2025, including:-

- Activities for children
- A talk in the afternoon with tea and cakes
- A simple bar
- Evening supper (tickets to be purchased)
- 2 bands performing
- Bring your own drinks
- Encouraging period dress
- Raffle
- The Hall would be decked

**RESOLVED**

**That the report be noted.**

**15. WELCOMING SPACE**

Councillor Kenny updated the Members. He advised that the provision was being used and was encouraging the involvement of different people.

**RESOLVED**

**That the report be noted.**

**16. DATE OF NEXT MEETING**

Members noted that the date of the Annual Meeting of the Parish Council was scheduled for 8<sup>th</sup> May 2025 at 7.00 pm (this may be subject to change).

**17. URGENT ITEMS**

There were no items which the Chair was of the opinion should be considered as a matter of urgency.