

TILSTON PARISH COUNCIL

Email: clerk@tilstonparishcouncil.co.uk
Website : www.tilstonparishcouncil.co.uk

1st May 2025

Dear Councillor

You are hereby summoned to attend the **ANNUAL MEETING** of the Tilston Parish Council to be held on **Thursday, 8th May 2025 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 2025-2026 Municipal Year.

2. APPOINTMENT OF DEPUTY CHAIR

To appoint a Deputy Chair of the Parish Council for the 2025-2026 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 14th March 2024 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 2024-2025

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

- (i) **AGAR Statement of Exemption 2024-2025**
- (ii) **Section 1 - Annual Governance Statement 2024-2025**
- (iii) **Section 2 – Accounting Statements 2024/25**

To receive the following documents (copies circulated)

- (iv) **Annual Internal Audit Report 2024-2025**
- (v) **Detailed Internal Audit Report 2024-2025**

9. GOVERNANCE 2025-2026

To approve the following Governance documents:-

- (i) Standing Orders 2025-2026. Copy circulated.
- (ii) Financial Regulations 2025-2026. Copy circulated.
- (iii) GDPR Policy 2025-2026. Copy circulated.
- (iv) Retention of Documents Policy 2025-2026. Copy Circulated.
- (v) Risk Assessment 2025-2026. Copy circulated.
- (vi) Safeguarding Policy 2025-2026

10. APPOINTMENT TO ROLES AND RESPONSIBILITIES

To appoint Members of the Parish Council to lead on the following matters:—

- (i) Tilston War Memorial Car Park
- (ii) Hill Field
- (iii) Highways Matters
- (iv) Planning Matters
- (v) Asset Register – to physically check the assets every September
- (vi) Risk Assessment – to be updated annually in May

11. CAR PARK AT REAR OF VILLAGE HALL

The Parish Council to consider and agree the following:-

- (i) Confirm the capacity of accepted excavated material (estimated at 427 tonnes)
- (ii) Agree the location where the material will be deposited
- (iii) To formally acknowledge the donations received to date.

12. 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/simple-search)

• New Planning Application

(i) Reference Number: 25/01045/FUL (Details circulated)

Site Address: Brookside Malpas Road Tilston Malpas SY14 7DR

Proposal: Extension of existing garage to form new garden room with raised patio, balustrade and steps to rear garden.

• Considered under Standing Orders

(ii) Application Reference: 25/01206/CAT

Location: Tilston Mews Church Road Tilston Malpas SY14 7HB

Proposal: We wish to remove up to two metres from trees currently on the boundary of the conservation area. The largest of the trees is starting to overhang telephone wires. The trees comprise approximately 8 conifer trees and one silver birch.

(iii) Application Reference: 24/03747/FUL

Location: Rock Cottage Church Road Tilston Malpas SY14 7HB

Proposal: Extension to an existing dwelling and outbuilding and external landscaping works
The above planning application was withdrawn on **16 April 2025**.

13. BUDGET AND FINANCE 2025-2026

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

14. WELCOME SPACE PROJECT

To receive an update report from Councillor Kenny.

15. HIGHWAYS MATTERS

Councillor Roberts to report.

16. DATES OF MEETINGS OF TILSTON PARISH COUNCIL FOR 2025-2026 MUNICIPAL YEAR

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

10th July 2025

11th September 2025

13th November 2025

8th January 2026

12th March 2026

14th May 2026

17. 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.