

**Minutes of the Ordinary Meeting at 7:30pm
Monday 15th September 2025.**

Councillors in attendance: Victoria Coward (VC), Derek Heiron (DH), Jo Butler (JB), Ian Pulley (IP), Rachel Blood (RB).

Parish Clerk: Michelle Andrew (MA)

1.	Apologies for Absence.
Noted	Charlie Blood (CB), Alex Baker (AB), Hayley Whitaker (HW-CEC), Jos Saunders (JS-CEC).
2.	Declarations of Interest.
	None.
3.	Public Forum.
	No members of the public attended.
4.	Feedback and information sharing from Cheshire East Councillors.
Noted	a. School Speed Mitigation. JS-CEC was not present to provide an update.
Noted	b. Playground Improvements. See 'Enabling Prosperity & Wellbeing' Grant - point 15.
Noted	c. B5470 Closure. A post was shared on Facebook detailing the time frame for the investigation work that has been carried out since the closure in January. It is hoped that work will commence soon.
Noted	d. Other Matters. RB shared that the primary school have been unable to confirm any further funding from CEC for the extra cost of the buses used to take the children for swimming lessons due to the B5470 road closure for the new autumn term.
5.	PCSO comments.
Noted	Next PCSO session will be Thursday 2 nd October 5.15pm – 6.15pm.
Noted	RB suggested asking for surgery sessions to be held at different times, i.e. to coincide with school pick up, so these could be advertised by the school and may attract additional people to attend. Clerk will email PCSO with suggestion.
Action	
6.	To agree as a true record, the minutes of the Ordinary Meeting of the Parish Council held on Monday 21st July 2025.
Approved	Approved – 4 FOR.

7.	Finance.																																																				
Approved	<p>a. Payments to be authorised by the Council.</p> <p>BACS</p> <table border="1"> <tr> <td>Autela Payroll Services – FR 6.9.iii</td> <td style="text-align: right;">£ 84.00</td> </tr> <tr> <td>PKF Littlejohn – External Audit – FR 6.9.iii</td> <td style="text-align: right;">£ 252.00</td> </tr> <tr> <td>Clerk Salary August 2025 – FR 11.4</td> <td style="text-align: right;">£ 226.10</td> </tr> <tr> <td>HMRC PAYE M5 2025 – FR 11.4</td> <td style="text-align: right;">£ 56.60</td> </tr> <tr> <td>TaylorMade Building Solutions – FR 5.18</td> <td style="text-align: right;">£ 410.00</td> </tr> <tr> <td>G Preston – Gardener - September</td> <td style="text-align: right;">£ 50.00</td> </tr> <tr> <td>I Pulley Expenses Defib Battery – FR 9.3</td> <td style="text-align: right;">£ 243.79</td> </tr> <tr> <td>L Smallwood – Cleaning</td> <td style="text-align: right;">£ 100.00</td> </tr> <tr> <td>Clerk Salary September 2025</td> <td style="text-align: right;">£ 226.10</td> </tr> <tr> <td>HMRC PAYE M6 2025</td> <td style="text-align: right;">£ 56.60</td> </tr> <tr> <td>J Butler – Expenses - Bierkeller</td> <td style="text-align: right;">£ 47.94</td> </tr> <tr> <td>TOTAL</td> <td style="text-align: right;">£ 1,753.13</td> </tr> </table> <p>5 FOR</p> <p>b. Bank statement reconciliation.</p> <p>Bank accounts at the end of July 2025</p> <table> <tr> <td>Current Acc -</td> <td style="text-align: right;">£ 7,979.17</td> </tr> <tr> <td>Reserve Acc -</td> <td style="text-align: right;">£ 21,455.41</td> </tr> <tr> <td>TOTAL =</td> <td style="text-align: right;">£ 29,434.58</td> </tr> </table> <p>Bank accounts at the end of August 2025</p> <table> <tr> <td>Current Acc -</td> <td style="text-align: right;">£ 6,889.98</td> </tr> <tr> <td>Reserve Acc -</td> <td style="text-align: right;">£ 21,473.31</td> </tr> <tr> <td>TOTAL =</td> <td style="text-align: right;">£ 28,363.29</td> </tr> </table> <p>Direct debits paid in July 2025.</p> <table border="1"> <tr> <td>BT Broadband</td> <td style="text-align: right;">£ 49.32</td> </tr> <tr> <td>Sky Broadband – 1st payment</td> <td style="text-align: right;">£ 35.94</td> </tr> <tr> <td>EDF Energy Electricity</td> <td style="text-align: right;">£ 136.28</td> </tr> <tr> <td>Water Plus</td> <td style="text-align: right;">£ 72.11</td> </tr> </table> <p>Direct debits paid in August 2025.</p> <table border="1"> <tr> <td>BT Broadband – Final Payment</td> <td style="text-align: right;">£ 64.70</td> </tr> <tr> <td>Sky Broadband</td> <td style="text-align: right;">£ 35.94</td> </tr> <tr> <td>EDF Energy Electricity</td> <td style="text-align: right;">£ 138.60</td> </tr> <tr> <td>Water Plus</td> <td style="text-align: right;">£ 39.25</td> </tr> </table>	Autela Payroll Services – FR 6.9.iii	£ 84.00	PKF Littlejohn – External Audit – FR 6.9.iii	£ 252.00	Clerk Salary August 2025 – FR 11.4	£ 226.10	HMRC PAYE M5 2025 – FR 11.4	£ 56.60	TaylorMade Building Solutions – FR 5.18	£ 410.00	G Preston – Gardener - September	£ 50.00	I Pulley Expenses Defib Battery – FR 9.3	£ 243.79	L Smallwood – Cleaning	£ 100.00	Clerk Salary September 2025	£ 226.10	HMRC PAYE M6 2025	£ 56.60	J Butler – Expenses - Bierkeller	£ 47.94	TOTAL	£ 1,753.13	Current Acc -	£ 7,979.17	Reserve Acc -	£ 21,455.41	TOTAL =	£ 29,434.58	Current Acc -	£ 6,889.98	Reserve Acc -	£ 21,473.31	TOTAL =	£ 28,363.29	BT Broadband	£ 49.32	Sky Broadband – 1st payment	£ 35.94	EDF Energy Electricity	£ 136.28	Water Plus	£ 72.11	BT Broadband – Final Payment	£ 64.70	Sky Broadband	£ 35.94	EDF Energy Electricity	£ 138.60	Water Plus	£ 39.25
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<p>Noted</p>	<p>Debit card payments in August 2025 - None</p>		
<p>8.</p> <p>Noted</p> <p>Approved</p> <p>Noted</p> <p>Approved</p>	<p>To agree an IT policy for the Parish Council and discuss options for Councillors emails and Council website domain.</p> <p>Clerk created an IT Policy based on template and emailed to Councillors prior to the meeting. APPROVED – 5 FOR. This will be posted online, and a copy will also be available to anyone who uses the Council’s IT equipment and / or internet. Three Email / website domain options were put forward to Council which met the new Assertion 10 under the Practitioners Guide 2025. Options 1 & 2 included emails and .org.uk domain registration however website hosting would remain with Weebly. Option 3 included emails, .gov.uk website domain and hosting. Prices exclude VAT.</p> <ol style="list-style-type: none"> 1. Namesco – £293.08 + website at approx. £108.00 = £401.08 p/a 2. Fasthosts - £98.39 + website at approx. £108.00 = £206.39 p/a 3. Parish Online - £315 p/a (£100 off first year subscription) <p>Clerk explained that Parish Online was designed especially for Parish Councils and meets all Government Accessibility requirements. This is also a full package where all the services are provided by one supplier. Councillors thought this would be the best option long term and approved the switch to Parish Online. 5 FOR.</p>		
<p>9.</p> <p>All Noted</p>	<p>To update Council on progress with the external audit.</p> <p>Clerk received the External Auditor’s Report & Certificate 2024/25 stating ‘<i>The smaller authority has confirmed that it has not complied with the governance Assertion 3 in Section 1, but it has provided the appointed auditor with an adequate explanation for non-compliance and details of the actions necessary to address weaknesses identified. In the completion of the Annual Internal Audit Report, and their detailed report, the internal auditor has drawn attention to weaknesses in relation to compliance with Financial Regulations. The smaller authority must ensure that action is taken to address these areas of weakness in a timely manner.</i>’ A copy of the Certified AGAR 2024/25 and Notice of Completion of Audit is now available to view online.</p>		
<p>10.</p> <p>Noted</p> <p>Approved</p> <p>Action</p> <p>All Noted</p>	<p>To note any correspondence received.</p> <p>Clerk received the Local Government Services Pay Agreement 2025/26 stating a new rate of pay for Clerk at £13.26 p/h (SCP5). Approved 5 FOR. Clerk will email a copy of the Employee Terms & Conditions Changes form to Autela for processing. A remittance was received for the 2nd Precept payment instalment, and this has been received into the Council bank account.</p> <p>ICO data protection fee has increased to £52 and will be collected around 01/10/25. Resident emailed Clerk & Chair for information on whether CEC have a winter resilience plan in place for Bakestonedale Road as this is the main diversion for the</p>		

Action	B5470 during the road closure. Clerk will email CE highways requesting information about their winter plan for the route.
11. All Noted	To consider planning applications / decisions received. CEC - 25/2950/FUL – Application - No comments. CEC - 25/3176/LBC – Application - No comments. PDNP - NP/CEC/0625/0564 – Notice of refusal. PDNP - NP/CEC/0525/0471 – Application – No comments.
12. Noted Approved Noted Approved Noted Approved Action Noted Noted	Reports from Community Events working party. a. Band Bierkeller Event – Saturday 27th September. TENS license obtained. Tablet has been set up with SumUp to be used on the bar on the night. 10 tickets sold so far. Clerk suggested purchasing tablet case, screen protector and charging plug. Approved 5 FOR. JB has purchased the bratwurst for the event and will purchase other supplies i.e. bread, crisps, drinks. Approved 4 FOR. b. CRTA – Victor & Albert – Saturday 18th October Flyers and posters have been received so will be printed and distributed around the village. JB will assess the supplies i.e. alcohol after the Bierkeller event and purchase what it needed for this event. Approved 4 FOR. TENS to be obtained. c. Summer Fete 2026. PTFA have held a meeting about the Summer Fete and plan to have stalls, beer tent and a fell race to be held Saturday 4 th July. Councillors proposed hosting the beer tent for the event with proceeds going to the Parish Council. d. Other upcoming Events. - A Christmas Fair is planned for Saturday 29 th November which will take the form of a coffee morning with a couple of stalls. Volunteers will be sought to make cakes for the event. - The Seniors Christmas Party, planned for Saturday 6 th December will likely need a new alternative format due to rising costs of food and drink and a reduction in the number of volunteers for the event. The community events working party will meet to discuss further before the next Council meeting in October.
13. Noted	To further discuss putting on a session for defibrillator training. A free session is still in the works to be held once the projector is fitted in the hall.
14. Noted Noted Approved	To discuss maintenance of the hall and garden. a. Repairs to the stage door and surrounding brickwork. Work is complete and invoice received and paid – see point 7 (FR5.18). b. Hall Flag. Clerk provided pricing for both a 2-yard flag (same as current) @ £69 + VAT and a 1.5-yard flag @ £47 + VAT. Councillors agreed that a smaller flag would be purchased this time as this may not get stuck as much as the bigger flag currently used. Approved 5 FOR.

Noted	<p>c. PSU box shelf. A shelf will be fitted for the PSU to sit on once the projector is all set up.</p>
Noted	<p>d. Banister rail. DH will look into repairing the rail.</p>
Noted	<p>e. Fascia boards progress. AB was not present at the meeting but passed information to Clerk that only the front boards remained to replace, and this would be completed imminently.</p>
All Noted	<p>f. Refurb of main hall space. The next phase of the project will be to strip out the skirting boards and assess plumbing and electrical requirements. It is hoped that an initial quote for work required can be obtained prior to the next meeting so Councillors have an idea of cost and obtain further quotes accordingly. At the next meeting, Councillors will also discuss informing regular hall users about the plans for the upcoming work.</p>
<p>15.</p> <p>Noted</p> <p>Noted Approved Action</p> <p>Noted</p>	<p>Reports from Grants Applications.</p> <p>a. Rural England Prosperity Fund.</p> <p>- Digital Connectivity Project Update. The laptop and printer are now all set up and linked to the hall Wi-Fi. A free antivirus will be downloaded onto the laptop and Clerk will purchase paper to keep at the hall. DH provided a list of items needed to complete the projector set up which comes to approx. £135. Approved 5 FOR. Clerk will now purchase these items.</p> <p>- Enabling Prosperity & Wellbeing Fund Application Clerk submitted the application on 01/08/25 and received an application received email with a reference number. Clerk has since received an update that due to the large number of applications, outcomes will be communicated in early October as opposed to the original date of September.</p>
16.	<p>Hall lettings.</p> <p>No new bookings.</p>
17.	<p>Update on hall ownership paperwork and setting up a new Trust.</p> <p>Clerk emailed ChALC who forwarded the query to Cheshire Community Action but has not had a response yet. Clerk will chase.</p>
18.	<p>Items for future meetings.</p> <p>None.</p>
19.	<p>Items for information.</p> <p>None.</p>

20.	Date & Time of Next Meeting.
Noted	Monday 20 th October 2025 at 7.30pm.

The meeting concluded at 8.55 pm.