
CHOLMONDELEY & CHORLEY PARISH COUNCIL

www.cholmondeley-chorley.co.uk

Debbie Foulkes Assistant Support Clerk

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Parish Councillors are summoned to

A MEETING OF THE PARISH COUNCIL

DATE: TUESDAY 16 SEPTEMBER 2025

TIME: 7.30PM

VENUE: SCHOOL FARM, CHOLMONDELEY

Signed: D Foulkes

Date of Issue: 11/09/2025

To: Parish Councillors
(Councillors S Aspinall, I Cundy, C Crossley, A D Fennell, C
Hopley, G Nicholas, P J Probin)

Copy: Reverend Veronica Green, Cheshire East Borough Councillor James
Pearson, and Community Police Representative

A G E N D A

1 APOLOGIES FOR ABSENCE

Apologies for absence should be notified to the Clerk prior to the meeting.

2 DECLARATION OF INTERESTS

Members to declare any disclosable pecuniary interest or non-pecuniary interest which they have in any item of business on the agenda, the nature of that interest, and in respect of interests, to leave the meeting prior to the discussion of that item.

Whilst the Clerk can advise on the Code of Conduct and its interpretation, the decision to declare, or not, is the responsibility of the Parish Councillor, based on the circumstances.

3 TO APPROVE THE MINUTES

To approve as a correct record the Minutes of the meetings held on 26 June 2025.

4 BOROUGH COUNCILLOR JAMES PEARSON

Councillor James Pearson to report on Cheshire East Council matters of interest, and to up-date the Parish Council on matters relating to the Parish.

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5 Public Participation

Members of the public may address the Parish Council or ask questions.

- Maximum one question or statement per person, addressed to the Council as a whole.
- No debate with individual councillors during this session.
- Time limit: **3 minutes per person**.

6 Matters Arising from Previous Minutes

- **Notice Board – Update on progress regarding the purchase of the notice board**

7 Regular Reports and Updates

7.1 Police Report - Update on recent incidents and community engagement activities.

7.2 Highways -

- Ongoing highway matters.
- Update on community initiatives.

8. Authorisation of Payments:

8.1 Expenditure Approval To approve any payments requiring authorisation.

invoice date	Ref for payment	Reason for payment	net	VAT	Total
30/06/2025	Adam K Green	Internal Audit	175.00	0	175.00
08/07/2025	D Foulkes	ICO payment	52.00	0.00	52.00
09/09/2025	D Foulkes	Payroll Charges	395.26	0.00	395.26
09/09/2025	HMRC Cumbernauld	HMRC payment	92.20	0.00	92.20
09/09/2025	AVOW	Payroll Charges	12.58	0.00	12.58
			727.04	0.00	727.04

8.2 Income Update To note income received from 26 June to 31 October 2025:

Date	Payment Type	Details	Paid in
30/06/2025	interest	interest	8.29
31/07/2025	interest	interest	7.51
29/08/2025	interest	interest	6.85
			22.65

8.3 Approval of updated Clerks Contract as per Internal Auditors recommendations (endorsed by NALC and SLCC) – **Appendix A**

8.4 To consider the scribe AGAR system as advised by the Internal Auditor.

8.5 Forward Planning:

- a) Review staff salaries and to Approve the Clerk's hourly rate adjustment in line with the Local Government Services Pay Agreement for 2025/26, reflecting the new rate of £17.18 (previously £16.65).
- b) To approve the budget – **Appendix B** and agree the budget for 2026/27
- c) To approve the required reserve levels - **Appendix C**
- d) To consider the calculation of the arising precept.

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9. Governance

To consider any required updates/approvals to AGAR governance documents following the internal and external auditor recommendations:

- **Approve the revised Standing Orders** with updated tendering thresholds.
- **Authorise the Clerk/RFO** to publish and implement the revised Standing Orders - **Appendix D**

10. Neighbourhood Plan

10.1 To confirm the establishment of the Neighbourhood Plan Working Group:

- **Adopt Terms of Reference. Appendix E**
- Agree group membership (including residents, where appropriate). To advertise for vacancies on the group who are specialised in this area to move things forward.

10.2 Strategy to Finalise the Plan (Regulation 14 process):

- Approve draft plain-English summary.
- Agree methods of public engagement (flyer, poster, newsletter, online survey).
- Agree timescale and launch date for Regulation 14 consultation.
- Confirm lead councillors for consultation delivery and review.
- Update on current actions and next steps.

11. Planning Matters

To receive and consider new planning applications and updates, if any. Please refer to **Appendix F**

12. Newsletter & Communications

To discuss newsletter production and distribution strategy:

- Consider collaboration with Tushingham newsletter/mail chimp

13. Parish Council Vacancies

13.1 To review current councillor vacancies.

13.2 To discuss and agree on promotional strategies to fill vacancies.

14. Shared Items / Items for Next Agenda

- To raise any other items for future agendas.
- Update from councillors on event planning initiatives.

15. Date of Next Meeting

To confirm the date of the next scheduled Parish Council meeting.

Upcoming Dates (as agreed at the 2025 AGM):

- 18 November 2025
- 17 March 2026
- 5 May 2026 (AGM)