CHOMONDELEY AND CHORLEY PARISH COUNCIL
MINUTES OF THE ANNUAL MEETING OF THE COUNCIL AND ORDINARY MEETING OF THE PARISH COUNCIL
HELD ON :19 May 2026

SCHOOL FARM, CHOLMONDELY

PRESENT:	Councillor C Crossley	Chair
	Councillor C Hopley	
	Councillor A D Fennell	
	Councillor P Probin	Vice Chair
APPOLOGIES:	Councillor G Nicholas	
	-	
ALSO PRESENT	Councillor James Pearson	Ward Councillor
	Debbie Foulkes	Clerk/RFO

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1. **ELECTION OF CHAIR**

   Resolved: That Councillor Chris Crossley be elected Chair of Cholmondeley and Chorley Parish Council until the Annual Meeting of the Council in 2027.

   Councillor Crossley signed the Declaration of Acceptance of Office and took the Chair.

2. **ELECTION OF VICE-CHAIR**

   Resolved: That Councillor Phil Probin be elected Vice-Chair of Cholmondeley and Chorley Parish Council until the Annual Meeting of the Council in 2027.

   Councillor Probin signed the Declaration of Acceptance of Office.

3. **APOLOGIES FOR ABSENCE**
   Apologies were received and accepted from Councillor Gemma Nicolas.
   Resolved: That the apologies be accepted.

4. **DECLARATIONS OF INTEREST**
   No declarations of interest were made.

5. **PUBLIC PARTICIPATION**
   No members of the public were present.

6. CHESHIRE EAST BOROUGH COUNCILLOR REPORT

Councillor James Pearson provided an update on Cheshire East Council matters. Members were advised that Cheshire East Council had recently held its Annual General Meeting and had adopted a Leader and Cabinet model of governance. Four Scrutiny Committees had been established, and Councillor Pearson had been appointed Chair of the Place, Planning and Highways Scrutiny Committee. Updates were also provided regarding:

- Highways and transport matters.
- Road closures and associated signage.
- The A54 corridor and highway improvements.
- Capital projects including Badgington Bridge.
- Discussions with the Department for Transport regarding funding opportunities.
- United Utilities works in the local area.
- The forthcoming Police Forum scheduled for 10 June 2026.

Resolved: That the report be noted.

7. APPOINTMENT OF INTERNAL AUDITOR

Resolved: That Mr Adam Keppel-Green be appointed as Internal Auditor for the financial year ending 31 March 2027.

8. APPOINTMENTS TO OUTSIDE BODIES

Resolved:

a) That Councillor Chris Crossley be appointed as the Council's representative to the Cheshire Association of Local Councils.

b) That Councillors Chris Hopley and Phil Probin be appointed as representatives to Police Cluster Meetings.

9. NEIGHBOURHOOD PLAN STEERING GROUP

Councillor Crossley reported that she would review the work required to progress the Neighbourhood Plan towards Regulation 14 consultation.
The Clerk advised that contact details could be provided for neighbouring parish councils that had recently undertaken the Regulation 14 process.

Resolved: That the update be noted.

10. REVIEW OF GOVERNANCE AND POLICY DOCUMENTS

Members reviewed the following documents:

- Standing Orders
- Financial Regulations
- Scheme of Delegation
- Risk Assessment 2026/27
- Asset Register 2026/27
- Payroll Procedures
- IT, Data Protection and Freedom of Information Policy
- Reserves Policy

Resolved: That the above policies and governance documents be approved and adopted for 2026/27 subject to the amendments discussed and that the Clerk be authorised to update and publish the revised documents.

11. CALENDAR OF MEETINGS 2026/27

Resolved: That meetings be held at 7.30pm on the following dates:
• 29 June 2026
• 17 September 2026
• 19 November 2026
• 28 January 2027
• 18 March 2027

Venue details to be confirmed and published with each agenda.

12. MINUTES

Resolved: That the following minutes be approved as a true and accurate record:
a) Annual Meeting of the Council held on 6 May 2025.
b) Ordinary Meeting of the Parish Council held on 6 May 2025.
c) Ordinary Meeting of the Parish Council held on 16 March 2026.

13. REGULAR REPORTS AND UPDATES

13.1 Police Report - No report had been received.
13.2 Highways, Road Safety and Litter

- Members received updates regarding highways matters reported through FixMyStreet.
- Councillors noted recent litter-picking activities undertaken by Councillor Fennell and Councillor Crossley.
- The possibility of organising a community litter-picking event was discussed.

13.3 Notice Board - The Clerk reported that the deposit had been paid and the

installation documentation completed for the Notice Board.

Resolved: That the updates be noted.

14. FINANCIAL MATTERS

Members considered the schedule of payments and financial transactions since the previous meeting.

Payments and Financial Report

Ref No.	Date Cleared Bank	Supplier / Payee	Description	Amount (£)
1	01/04/2026	Coderra	WordPress Website Hosting	360.00
2	06/04/2026	Zurich Municipal	Parish Council Insurance	294.54
3	13/04/2026	Cheshire Association of Local Councils	CHALC Membership Subscription	94.80

Total Payments

Description	Amount (£)
Total Payments Since Last Meeting	**749.34**

Income Received Since the Last Meeting

Date Received	Income Source	Description	Amount (£)
07/04/2026	HMRC	VAT Reclaim	27.80
07/04/2026	Cheshire East Council	Council Funding / Grant Payment	1,750.00

Total Income

Description	Amount (£)
Total Income Received Since Last Meeting	**1,777.80**

Resolved: That the payments and financial transactions be approved and noted.

15. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2025/26

The Clerk reported that the draft Accounting Statements for the year ended 31 March 2026 had been prepared and submitted for Internal Audit.
Members noted that the Internal Audit had not yet been completed and the Internal Auditor's report had not been received.

Resolved:

a) To note the draft Accounting Statements for the year ended 31 March 2026.
b) To defer consideration and approval of Section 1 (Annual Governance Statement) pending receipt of the Internal Auditor's report.
c) To defer approval of Section 2 (Accounting Statements) pending completion of the Internal Audit.
d) To consider the completed AGAR at the meeting scheduled for 29 June 2026 to ensure compliance with statutory deadlines and public rights requirements.

16. PLANNING MATTERS

Members considered current planning matters. No objections or concerns were identified.

Resolved: That the update be noted.

17. PARISH COUNCIL VACANCIES

Members discussed current vacancies on the Parish Council and the need to maintain sufficient councillor numbers to avoid quorum issues.
Potential expressions of interest were noted.

Resolved: That efforts continue to encourage applications for co-option.

18. ITEMS FOR FUTURE AGENDAS

18.1 Future Agenda Items - Members raised no additional items.
18.2 Community Events - Members discussed potential community events and noted that a budget provision was available.
Councillor Hopley provided an update regarding the Czech Service to be held on 4 July 2026.

Resolved:

a) **That Councillor Hopley be appointed as the Council's representative for the Czech Memorial Service.**
b) **That the purchase of a wreath be funded from the approved budget provision**.

19. DATE OF NEXT MEETING

Resolved: That the next meeting of the Parish Council be held on Monday 29 June 2026 at 7.30pm.
The meeting closed at [insert time].

Signed .....
Chair
Date .....

The meeting concluded at 8:30 pm