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# CHOLMONDELEY & CHORLEY PARISH COUNCIL

[www.cholmondeley-chorley.co.uk](http://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:** THURSDAY 26 JUNE 2025

**TIME:** 7.30PM

**VENUE:** BOWLING PAVILLION, CHOLMONDJELEY

**Signed:** D Foulkes

**Date of Issue:** 15/06/2025

**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 6 May 2025 (Parish Council Meeting – the AGM Minutes that took place prior to this meeting will be approved at the next AGM meeting 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.

*(One question or statement per person, addressed to the Parish Council as a whole. No Debate with individual Councillors),*

## 6 Matters Arising from Previous Minutes

- **Highway Concerns** - Update on discussions with Ward Councillor.
- **Notice Board** - Update on the progress of 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, Road Safety and Litter**

- Ongoing highways matters discussed via Fix My Street.
- Update on community litter-picking initiatives.

## 8. Authorisation of Payments:

To approve any payments requiring authorisation.

No	invoice date	Account name	Bank	Ref for payment	Reason for payment	VAT	Amount
3	05/06/2025	D Foulkes	Natwest	April-June Pay	Payroll Charges	0	373.50
4	05/06/2025	HMRC Cumbernauld	Information not specified in the documents received	120PY003255612503	HMRC payment	0	86.40
5	05/06/2025	AVOW	Information not specified in the documents received	AVOW - invoice reference	Payroll Charges	0	12.58
6	10/05/2025	Zurich Municipal	Barclays Bank PLC	23110249	Insurance for parish Council	0	294.54
Total							767.02

## 9. Governance

9.1 To receive and approve the Internal Audit Report 2024–2025.

9.2 Annual Governance and Accountability Return (AGAR) 2024–2025:

- Section 1: To consider and approve the Annual Governance Statement.
- Section 2: To consider and approve the Accounting Statements.
- To authorise the Chairman and Clerk to sign the approved AGAR.
- To confirm the Public Rights Period (exercise of public rights to inspect accounts).
- To consider any required updates to governance documents following the internal audit.

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## **10. Neighbourhood Plan**

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

- Adopt Terms of Reference.
- Agree group membership (including residents, where appropriate).

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.

## **12. Newsletter & Communications**

To discuss newsletter production and distribution strategy:

- Update on Parish Council WhatsApp group trial.
- Consider collaboration with Tushingham newsletter.

## **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):*

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