

MINUTES OF A MEETING OF CHOLMONDELEY & CHORLEY PARISH COUNCIL

HELD ON :16 September 2025

SCHOOL FARM, CHOLOMONDELY

PRESENT: Councillor I Cundy Chairman
Councillor S Aspinall
Councillor C Crossley
Councillor C Hopley Vice Chair
Councillor P Probin
Councillor A D Fennell

APPOLOGIES: Councillor G Nicholas
Councillor James Pearson Ward Councillor

ALSO PRESENT Debbie Foulkes Clerk/RFO

35. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Councillor G. Nicholas and Ward Councillor James Pearson.

36. DECLARATION OF INTERESTS

No disclosable pecuniary or non-pecuniary interests were declared in any items on the agenda.

37. MINUTES OF THE PREVIOUS MEETING

Resolved: That the Minutes of the meeting held on 26 June 2025 be approved as a correct record.

38. BOROUGH COUNCILLOR'S REPORT

No update was provided by Cllr James Pearson on this occasion.

39. PUBLIC PARTICIPATION

There was no public participation at this meeting.

HELD ON :16 September 2025

SCHOOL FARM, CHOLMONDELEY

40. MATTERS ARISING FROM PREVIOUS MINUTES

The Clerk reported on the ongoing efforts to secure consent and support for the replacement of the Parish Notice Board that was located by the Post office.

- An initial letter was sent to the Cholmondeley Estate Office on 10 February 2025, outlining the Parish Council's intention to renew and improve the notice board.
- At the same time, a corresponding letter was sent to the Post Office, informing them of the Council's proposal and seeking their views on improving and renewing the existing board adjacent to the premises.
- A detailed project proposal was subsequently hand-delivered to the Cholmondeley Estate on 27 July 2025, including supporting documentation, project management details, and examples of suitable notice boards.

To date, no response has been received from the Estate. Councillors noted that the Parish Council has a legal obligation to provide and maintain a public noticeboard, which has recently been dismantled and removed by the Estate due to health and safety concerns.

It was agreed that the Clerk will write directly to Mr Robert James Stratton-Miller, Director of Cholmondeley and Houghton Estates Ltd, to request a 50% contribution towards the cost of the replacement noticeboard and to obtain written confirmation of the Estate's position. The Clerk will also contact the Highways Department to determine whether the Parish Council may install a noticeboard at an alternative location, should no response be received from the Estate.

41. REGULAR REPORTS AND UPDATES

41.1 Police Report:

Councillors A D Fennell and C Hopley attended the local Police meeting on 28 August 2025.

Reported issues included:

- A dog-related incident in the parish;
- Three accidents on the A49;
- Very few burglaries reported locally.

A further Police meeting will take place in Crewe on 24 October 2025.

41.2 Highways:

The Council discussed the closure of Bickerton Road due to culvert works. A letter of complaint has been sent to Cheshire East Highways and to the local MP, highlighting concerns about the duration of the works and the impact on accessibility for residents.

42. AUTHORISATION OF PAYMENTS

42.1 Expenditure Approval:

The following payments were approved:

MINUTES OF A MEETING OF CHOLMONDELEY & CHORLEY PARISH COUNCIL

HELD ON :16 September 2025

SCHOOL FARM, CHOLOMONDELY

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

Additionally approved:

- £70 for the Remembrance Wreath;
- A 50% contribution towards the Clerk's ILCA qualification (£120 + VAT).

42.2 Income Received (26 June – 31 October 2025):

Total interest received: £22.65

42.3 Clerk's Contract:

The updated Clerk's Contract, prepared in line with Internal Auditor, NALC, and SLCC recommendations, was approved (Appendix A).

42.4 Scribe AGAR System:

The Clerk will visit another parish council using the Scribe AGAR system to assess suitability.

42.5 Forward Planning:

- a) Clerk's hourly rate approved at £17.18.
- b) Budget for 2026/27 approved (Appendix B).
- c) Required reserve levels approved (Appendix C).
- d) Precept calculation to be reviewed once Cheshire East issues the Council Tax Band D base figure.

43. GOVERNANCE

The revised Standing Orders, incorporating updated tendering thresholds, were approved and authorised for publication and implementation by the Clerk/RFO (Appendix D).

44. NEIGHBOURHOOD PLAN

44.1 Establishment of Working Group:

The Council confirmed the establishment of the Neighbourhood Plan Working Group and adopted its Terms of Reference (Appendix E).

Membership: Cllrs I Cundy, S Aspinall, and C Crossley.

MINUTES OF A MEETING OF CHOLMONDELEY & CHORLEY PARISH COUNCIL

HELD ON :16 September 2025

SCHOOL FARM, CHOLOMONDELY

It was agreed to advertise for additional volunteers with relevant experience via the Parish website and social media. The project will proceed on a zero-cost or subsidised basis following the withdrawal of external funding.

44.2 Strategy to Finalise the Plan (Regulation 14 Process):

The Council noted the need to approve a plain-English summary, agree engagement methods (flyer, poster, newsletter, online survey), and set a consultation timeline and launch date. These matters will be progressed at the next meeting.

45. PLANNING MATTERS

Planning applications listed in Appendix F were reviewed. No comments were submitted as applications fell within permitted development categories.

46. NEWSLETTER & COMMUNICATIONS

The Council agreed to produce a hard-copy Parish Newsletter initially, with quotes to be obtained from John Donn. Subject to funding, the newsletter will later transition to an online format.

47. PARISH COUNCIL VACANCIES

Two individuals have expressed interest in joining the Parish Council. The Clerk will contact both applicants and provide application forms for completion.

48. SHARED ITEMS / ITEMS FOR NEXT AGENDA

No additional items were raised for the next agenda.

49. DATE OF NEXT MEETING

The following meeting dates were confirmed: 18 November 2025; 17 March 2026; and 5 May 2026 (AGM). Dates to be reviewed nearer the time.

Signed: _____

Name: Councillor I Cundy (Chair)

Date: _____

Approved as a correct record at the meeting held on _____