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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: TUESDAY 19 November 2024**

**TIME: 7.30PM**

**VENUE: SCHOOL FARM, CHOLMONDELEY**

**Signed:** *D Foulkes* **Date of Issue:** 13/11/2024

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

**Copy:** Cheshire East Borough Councillor James Pearson and  
Community Police Representative

## A G E N D A

### 1. Apologies for Absence

To receive apologies for absence from Members. Apologies should be submitted to the Clerk before the meeting.

### 2. Declaration of Interests

Members are requested to declare any disclosable pecuniary interest or non-pecuniary interest in any item on the agenda.

- Members should specify the nature of the interest and, where relevant, must leave the meeting during the discussion and decision on that item.
- The Clerk can provide guidance on the Code of Conduct, but it is each Member's responsibility to declare interests appropriately.

### 3. Approval of Minutes

To consider and, if thought appropriate, approve as a correct record the minutes of the Parish Council meeting held on 9 July 2024.

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## **4.1 Update from Borough Councillor James Pearson**

To receive an update from Councillor James Pearson on matters related to Cheshire East Council and developments affecting the Parish. Councillor Pearson will provide insights on issues of local concern and any ongoing or upcoming council initiatives relevant to the community.

**4.2 Public Participation** - A maximum of 10 minutes will be allocated to each speaker for public participation, which will allow members of the public to address the Parish Council on relevant topics. Each speaker is kindly requested to:

- Limit remarks to a maximum of 10 minutes to ensure time for all who wish to speak.
- Address the Council respectfully and focus on factual matters.
- Avoid personal criticisms or accusations.

This segment is an opportunity for constructive dialogue and to share views on parish matters. The Parish Council values community input and encourages residents to raise topics of mutual interest.

## **5. Matters Arising from the Previous Minutes**

An update on action points from the previous meeting:

### **5.1 Highway Concerns** (Agenda Item 22):

Councillors to discuss highway concerns, including "Chorley" signs, road markings, grit boxes, and dangerous bends, with the Ward Councillor at the next available meeting.

### **5.2 Governance - Internal Control Objective** (Agenda Item 25):

The Clerk to inform the Internal Auditor to correct the internal control objective in Table "N" from "Yes" to "No."

### **5.3 Planning Applications Notification** (Agenda Item 26):

The Clerk to contact Cheshire East Council on Friday to confirm that the Parish Council is on the notification list for relevant planning applications.

### **5.4 Parish Council Vacancies** (Agenda Item 28):

The Clerk to verify the current Parish Council vacancies with Cheshire East Council and confirm the applicable boundaries.

### **5.5 Internet Café Proposal** (Agenda Item 29):

The Clerk to reach out to the grants officer to explore funding options and the feasibility of establishing an internet café at the local post office.

## **6. Regular Reports and Updates**

- **Police Update:** Latest information and crime report relevant to the parish.
- **Highway and Roads update:** Issues relating to highways, Fix My Street reports, road safety, and sewage matters.
- **Road Safety:** Discussion on safety measures and potential solutions.

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**7. Financial Matters:** To review and approve the following financial matters:

**7.1 Authorisation of Payments** To authorise payments made and any requiring approval from 1 July to 31 October 2024, as outlined below:

Invoice date	Account name	Ref for payment	Reason for payment	Amount £
06/09/2024	Transfer to 08256241	Transfer to reserve Account	Transfer to reserve account (to gain interest)	1578.00
16/09/2024	D Foulkes	July/August/September	Payroll Charges	346.62
16/09/2024	HMRC Cumbernauld	120PY003255612503	HMRC payment	83.40
16/09/2024	AVOW	AVOW	Payroll Charges	12.58
29/10/2024	Transfer to 08256241	Transfer to reserve Account	Re: HMRC Tax	111.03
				<b>682.60</b>

**7.2 Income Update** To note income received from 1 July to 31 October 2024:

Date	Payment Type	Details	Paid in £
31/07/2024	interest		10.58
30/08/2024	interest		9.56
06/09/2024	Cheshire East	8202761 (precept)	1578.00
27/09/2024	automated cr	groundwork (Neighbourhood Plan)	3701.00
30/09/2024	interest		11.73
29/10/2024	RE: Tax Refund	8202761	111.03
31/10/2024	interest		15.34
			<b>5437.24</b>

### 7.3 Precept, Clerks Pay Adjustment and Budget Approval

- To review and approve the proposed precept for 2025/26. The Council's precept for 2024/25 was set at £3,156, based on a tax base of 158.60. For the upcoming financial year, Cheshire East Council is expected to set a new tax base of 159.89. The Council's precept requirement should be reviewed to ensure sufficient funds for projected expenses, particularly with inflation and additional commitments.
- Approval of the Clerk's hourly rate adjustment in line with the Local Government Services Pay Agreement for 2024/25, reflecting the new rate of £16.65 (previously £16.02).
- To review and approve the forecasted budget for 2024/25.
- To receive a financial report from the RFO/Clerk outlining budget performance and income forecasts.

### 8. Governance

To discuss and approve governance-related items:

- Annual Internal Audit Report** – Update and review of findings.
- Scheme of Delegation** – Approval of the updated scheme outlining delegated responsibilities.
- Persistent and Vexatious Communications Policy** – Review and approval of the policy to manage persistent or difficult communication.

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## 9. Neighbourhood Plan

To receive an update from the Neighbourhood Plan Steering Group on the progress of the draft plan and next steps for community engagement.

## 10. Planning Applications

To consider the following planning application and provide comments where appropriate:

- **Application Number:** 24/2277N  
**Proposal:** Single storey extension with bedroom, dressing room, specially equipped en-suite bathroom, and external staircase.  
**Location:** Bank House Barns, Nantwich Road, Chorley  
**Note:** The deadline for initial comments was 14 August 2024; Members may discuss any additional feedback.

## 11. Parish Council Newsletter

To receive an update on the development of the Parish Council Newsletter, including topics to be covered and distribution plans.

## 12. Shared Items

Members are invited to:

- Share information or request items for inclusion on the next agenda.
- Provide updates on relevant topics, including:
  - Feedback from recent First Aid Training outcomes.
  - Progress on grant applications and potential funding sources.
  - Parish Council Notice Board project.

## 13. Date of Next Meeting

The next Parish Council meeting is scheduled for 18 March 2025, as agreed at the Annual General Meeting on 14 May 2024.