

# MINUTES OF A MEETING OF CHOLMONDELEY & CHORLEY PARISH COUNCIL

HELD ON :9 July 2024

## IN CHOLMONDELEY BOWLING PAVILION

**PRESENT:** Councillor C Crossley Chairman  
Councillor I Cundy Vice Chair  
Councillor C Hopley  
Councillor S Langton  
Councillor P Probin

**APOLOGIES:** Councillor S Aspinall  
Councillor A D Fennell  
Ward Councillor J Pearson

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### 20. Declarations of Interest

Members were reminded to declare any disclosable pecuniary or non-pecuniary interests related to items on the agenda. No declarations were made.

### 21. Approval of Minutes

**RESOLVED:** That the minutes of the meeting held on 14 May 2024 be approved as an accurate record.

### 22. Borough Councillor's Report

Councillor James Pearson was not in attendance. However, members raised several highway concerns affecting the Parish, including:

- Enquiries regarding "Chorley" signs.
- Issues with road markings, grit boxes, and the need for chevrons on dangerous bends.

These matters will be brought to the Ward Councillor's attention at the next available opportunity, as well as raised during the next Police Cluster meetings.

**ACTION:** Councillors to discuss these concerns with the Ward Councillor at the next meeting.

### 23. Neighbourhood Plan Update

Councillor I. Cundy provided an update. A grant application for the Neighbourhood Plan will be submitted within the next week. Upon approval, meeting dates will be scheduled to initiate actions. The first Neighbourhood Plan meeting is anticipated in September 2024.

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**24. Authorisation of Payments**

**RESOLVED:** That the following payments be approved:

invoice date	Account name	Ref for payment	Reason for payment	Amount £
26/06/2024	Afford Bond	Internal Audit Services	Internal Audit	240.00
19/06/2024	AVOW	AVOW April/May/June	Payroll Charges	12.58
30/06/2024	D Foulkes HMRC	Payroll	Payroll Charges	346.82
30/06/2024	Cumbernauld	120PY003255612503	HMRC payment	83.20
				<b>682.60</b>

**Note: Bank statements are provided to Councillors regularly, and a bank reconciliation as of 31 March 2024 has been verified by the internal auditor and published on the Parish website.**

**25. Governance**

- Members approved the 2023/24 Section 2 – Accounting Statements.
- The Annual Internal Audit Report was reviewed. Members noted that the internal control objective in Table "N" required correction from "Yes" to "No."

**ACTION:** The Clerk to notify the Internal Auditor to amend the internal control objective to "No."

- **Exercise of Public Rights**  
Councillors reviewed and discussed the audit requirements related to the "Exercise of Public Rights" notice, as part of the council's commitment to transparency and compliance with statutory obligations.
- **Initial Notice (30/06/2024):** The council initially published the notice on the website on June 30, 2024, setting the period for the public to exercise their rights to inspect the accounts.
- **Guidance from External Auditors:** Following advice from the external auditors, the council agreed to temporarily remove the initial notice to allow for formal approval of the public inspection period by the council at its July 9 meeting. This action ensured that the council met the procedural requirements of the Accounts and Audit Regulations 2015.
- **Revised Notice (Post-Meeting):** Councillors agreed that after the council meeting on July 9, 2024, the notice was revised to reflect the formally approved dates and re-published on the council's website. The revised notice will set the period for the exercise of public rights in compliance with statutory requirements, with the inspection period ending on August 14, 2024.

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**RESOLVED:** The council formally approves the revised public rights notice and confirms its commitment to maintaining proper documentation and transparency as required by the AGAR and audit guidelines.

**26. Planning Applications**

No new planning applications have been received since the last meeting.

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

**27. Parish Newsletter**

Councillor Crossley reported that work on a Parish Newsletter is underway, with plans to provide regular updates to the community.

**28. Parish Council Vacancies**

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

**29. Shared Parish Items**

The following items were discussed:

- **First Aid Training:** A free British Red Cross first aid course will be held on Wednesday, 11 September 2024, at 7 pm at the Bowling Pavilion, Cholmondeley. Spaces are limited to 25 and available to community members.
- **Internet Café Proposal:** Councillors are exploring the potential for an internet café at the local post office. The Clerk will contact the grants officer to assess funding options and feasibility.
- **Notice Board and Signage:** Members discussed installing a new notice board for Chorley and refurbishing the Chorley sign at the Wrenbury Road/Nantwich Road junction.
- **Website Update:** Website improvements are ongoing. A notice will inform the public of the previous Clerk's retirement and provide information on the recruitment process for the new Clerk.

**30. Dates of Next Meetings**

The following meeting dates were agreed upon:

- **19 November 2024**
- **18 March 2025**

**RESOLVED:** That the above meeting dates are confirmed.

.....Chairman