
CHOLMONDELEY & CHORLEY PARISH COUNCIL

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 18 MARCH 2025

TIME: 7.30PM

VENUE: CHOLMONDELEY BOWLING PAVILLION

Signed: D Foulkes Date of Issue: 12/03/2025

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 Tuesday 19 November 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 35.1)

To discuss ongoing highway concerns, including "Chorley" signage, road markings, grit boxes, and dangerous bends, and to plan discussions with the Ward Councillor at the next available meeting.

5.2 Governance - Internal Control Objective (Agenda Item 35.2)

To update the Parish Councillors regarding the finalised Internal Audit Report concerning the agreed internal control objectives.

5.3 Parish Council Vacancies (Agenda Item 35.4)

To provide an update on the current Parish Council vacancies and discuss strategies for recruitment.

6. Regular Reports and Updates

To receive updates on the following:

- **Police Update:** Latest information and crime report relevant to the parish.
- **Highways and Roads:** Issues relating to highways, Fix My Street reports, road safety, road signs, and sewage matters (please refer to point 5.1 above).
- **Road Safety:** Discussion on safety measures and potential solutions (please refer to point 5.1 above).
- **Litter Issues:** Addressing litter concerns within the community.

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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 November 2024 to 10 March 2025, as outlined below:

Invoice date	Account name	Ref for payment	Reason for payment	Amount £
05/07/2024	Christopher Hopley	Christopher Hopley	Memorial Wreath	60.00
08/12/2024	D Foulkes	Oct/Nov/Dec/back pay and 14 hrs due to extra work resulting from Internal Audit	Payroll Charges	572.66
08/12/2024	HMRC Cumbernauld	120PY003255612503	HMRC payment	139.60
03/12/2024	AVOW	AVOW	Payroll Charges	12.58
01/01/2025	Coderra Ltd	Invoice reference - #13240	Domain renewal - Cholmondeley-chorley.co.uk	15.00
06/01/2025	Seal Calibration Ltd	Defibrillator	Seal Calibration - defibrillator	166.80
20/02/2025	Coderra Ltd	Invoice reference - #13271	Add in, setup and style the responsive navigation plugin for website	25.00
10/03/2025	D Foulkes	Jan/Feb/March payroll	Payroll Charges	359.70
10/03/2025	HMRC Cumbernauld	120PY003255612503	HMRC payment	86.60
10/03/2025	AVOW	AVOW - invoice reference :19488	Payroll Charges	27.58
				1465.52

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7.2 Income Update To note income received from 1 November to 10 March 2025:

Date	Payment Type	Details	Paid in
29/11/2024	interest		13.93
31/12/2024	interest		15.02
31/01/2025	interest		13.65
28/02/2025	interest		11.58
24/02/2025	automated credit	8202761 coderra Ltd (website)	25.00
			79.18

7.3 Budget Approval/Income.

- To receive a financial report from the RFO/Clerk outlining budget performance and income forecasts.
- To update Councillors regarding the VAT, reclaim for 2024/2025.

8. Governance

To discuss and approve governance-related items:

- **To approve the internal auditor for the 2024/2025**

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:

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:
 - Activities to assist the community
 - Parish Council Notice Board project.

13. Date of Next Meeting

The next Parish Council meeting to be agreed for the Annual General Meeting in May 2025.