
CHOLMONDELEY & CHORLEY PARISH COUNCIL

www.cholmondeley-chorley.co.uk

Debbie Foulkes Clerk/Finance Responsible Officer
e-mail: Debbie.Foulkes@cholmondeley-chorley.co.uk

Parish Councillors are summoned to

THE ANNUAL GENERAL MEETING OF THE PARISH COUNCIL

DATE: TUESDAY 06th May 2025

TIME: 7.30PM

VENUE: THE BOWLING GREEN CHOLMONDELEY

Signed: D Foulkes

Date of Issue: 01 May 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

Part 1 – Annual Council Business

1 ELECTION OF CHAIRMAN

- 1.1 To elect a Chairman to serve until the Annual Meeting in 2026.
- 1.2 The Chairman will sign a Declaration of Acceptance of Office, following which the newly elected Chairman will chair the meeting.

2 ELECTION OF VICE-CHAIRMAN

- 2.1 To elect a Vice Chairman to serve until the Annual meeting in 2026.
- 2.2 The Vice Chairman will sign a Declaration of Acceptance of Office.

3 APOLOGIES FOR ABSENCE

Apologies for absence should be notified to the Clerk prior to the meeting.

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4 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.

5 TO APPROVE THE MINUTES

To approve as a correct record the Minutes of the meeting held on 14th May 2024.

6 APPOINTMENTS TO OUTSIDE BODIES

The Parish Council is invited to appoint representatives to the following outside bodies.

- Cheshire Association of Local Councils
- Police Cluster Meetings
- Other

7 NEIGHBOURHOOD PLAN STEERING GROUP

The Parish Council is asked to appoint Members to the Neighbourhood Plan Steering Group.

8 CALENDAR OF MEETINGS – 2024-25

To approve the schedule of Parish Council meetings for 2025–2026:

- June 2025 (date TBC – 24th/26th or 30th June)
- September 2025 (date to be agreed)
- 18th November 2025
- 17th March 2026
- 5th May 2026 (Annual Meeting)

Meetings will commence at 7.30pm, and it is expected that they will continue to be held in either the Bowling Green or the School Farm, Cholmondeley.

The Parish Council is asked to approve the schedule of meetings.

Part 2 – Ordinary Parish Council Business

9. Approval of Minutes

To approve the Minutes of the Annual Parish Council Meeting held on 18th March 2025.

10. 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.)

11. Borough Councillor's Report

To receive a report from Ward Councillor James Pearson on Cheshire East Council matters.

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12. 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.

13. Regular Reports and Updates

13.1 **Police Report** - Update on recent incidents and community engagement activities.

13.2 Highways, **Road Safety and Litter**

- a. Ongoing highways matters discussed via Fix My Street.
- b. Update on community litter-picking initiatives.
- c. Proposal for community litter group and signage for awareness.

14. FINANCIAL MATTERS:

Members are provided with an update of the following transactions that have been approved since the last meeting:

14.1 Expenditure

Ref no	Date when hit bank	invoice date	Account name	Reason for payment	VAT Reference number	net	VAT	Total
23	20/03/2025	19/03/2025	Amazon - invoice for sign	sign for defibrillator	gb727255821	9.82	1.97	11.79
n/a	31/03/2025	31/03/2025	Groundwork (Neighbourhood Plan)	Refund of unspent Neighbourhood Plan grant		3701.00	0.00	3701.00
Total						3710.82	1.97	3712.79

14.2 Interest Account

Date	Payment Type	Details	Paid in	Paid out
31/03/2025	interest		12.63	

15. Other Financial Matters

15.1 To receive and note the Draft Accounting Statements for 2025–2025.

15.2 To receive and note the draft Annual Governance and Accountability Return (AGAR) 2024–2025 – Sections 1 and 2.

15.3 To authorise the submission of the Draft Accounting Statements and Draft AGAR to the Internal Auditor for review.

15.4 To note that formal approval of the Annual Governance Statement (Section 1) and the Accounting Statements (Section 2) will take place at a future meeting, following completion of the internal audit.

16. Review of Risk Management and Governance Documents

16.1 To review and approve:

- a. Risk Assessment for 2025–2026
- b. Updated Asset Register for 2025–2026
- c. Standing Orders (updated)
- d. Financial Regulations (updated)
- e. Scheme of Delegation (updated)

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17. Neighbourhood Plan Update

To receive an update from the Steering Group on progress with the draft Neighbourhood Plan.

18. Planning Matters

To receive any planning applications or updates (none received at the time of publication).

19. Newsletter

To receive an update regarding the Parish Newsletter.

20. Parish Council Vacancies

To discuss and agree arrangements for filling Parish Council vacancies by co-option.

21. Shared Items

Members are invited to raise matters for inclusion on the next meeting agenda.

22. Date of Next Meeting

To confirm the date of the next meeting (June 2025 – exact date to be agreed).