

# TILSTON PARISH COUNCIL

13<sup>th</sup> November 2025

**Commenced:** 7.00 pm

**Terminated:** 8.30 pm

**Present:** Councillor Kenny (Chair)  
Councillors Eddleston, Edwin-Scott, Johnson, McWilliams and Roberts

## 1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Waddelove.

## 2. MINUTES

The Minutes of the proceedings of the Meeting of the Parish Council held on 11<sup>th</sup> September 2025, were approved as a correct record and signed by the Chair.

## 3. DECLARATIONS OF INTEREST

There were no declarations of interest from Members of the Parish Council.

## 4. REPORT OF COUNCILLOR WADDELOVE - CHESHIRE WEST AND CHESTER COUNCILLOR

The Clerk read a report from Councillor Waddelove.

### RESOLVED

**That the report be noted.**

## 5. PUBLIC FORUM

There were no Members of the Public in attendance.

## 6. ASSET REGISTER

### APPROVED

**That the Asset Register, as Appended to these Minutes, be approved.**

## 7. GOVERNANCE

### RESOLVED

- (i) **That the IT Policy, with an additional condition, referring to the purchase of anti-virus software, be approved;**
- (ii) **That the Clerk purchases Norton Anti-Virus software for the Parish Council's laptop.**

## 8. PLANNING MATTERS

- **To receive feedback from Councillor Eddleston on any new planning applications.**

Councillor Eddleston provided a summary of recent planning applications, and the Parish Council noted that the following planning application was considered under the provisions of the Standing Orders:-

**Reference Number:** 25/02522/FUL

**Site Address:** Rock Cottage Church Road Tilston Malpas SY14 7HB

**Proposal:** Two storey rear extension, single storey side extension, external driveway alterations.

**Comments submitted:** The Parish Council did not submit any comments to this proposal.

### RESOLVED

**That the report be noted.**

## 9. BUDGET AND FINANCE 2025-2026

The Parish Council considered a report of the Clerk and Responsible Financial Officer on the following matters:-

### (i) Transactions

#### RESOLVED

- (a) That the following transactions be approved.  
 (b) That Councillor Eddlestone contacts the Trustees of the Tilston War Memorial Hall in relation to their outstanding contribution of £750.00 for the invoice from Brabners Solicitors, which has not yet been received by the Parish Council.

Payee/Payer	Description	Receipts	Payments
Lloyds Business Banking	Monthly charge		£4.25
Tilston War Memorial Hall	Room Hire 250803		£20.00
	Interest	£24.62	
A Willett	Hill Field Maintenance		£150.00
HMRC	PAYE September 2025		£109.36
M Clough	September Salary		£393.20
Lloyds Business Banking	Monthly charge		£4.25
Shires Accountants	Payroll Services Invoice 06th April 2025 - 05th October 2025		£138.60
Tilston War Memorial Hall	Room Hire Invoice (250913)		£20.00
Royal British Legion	Wreath		£20.00
	Interest	£32.55	
Juliet Edwin-Scott	Wildflower seeds		£40.16
Juliet Edwin-Scott	Paint		£9.60
HugoFox	Emails		£120.00
	Transfer from Savings to Current account for Brabners invoice	£1,800.00	
Brabners LLP	Invoice for provision of advice		£1,800.00
Chris Kenny	Reimbursement for 4 padlocks for Car Park		£47.96
HMRC	October PAYE		£86.21
M Clough	October Salary		£340.10
Shires Accountants	Payroll Fees		£21.00
Lloyds Bank	Service Charge		£4.25
Tilston War Memorial Hall	Room Hire 251009		£20.00
Plant and Robinson	Car Park Build		£58,258.75
Chris Kenny	Signs		£97.36

**(ii) Approval of Payments**

**RESOLVED**

**That the following payments, be approved:-**

<b>Payee/Payer</b>	<b>Description</b>	<b>Expenditure</b>
M Clough	Salary November 2025	£340.10
HMRC	PAYE/NI November 2025	£86.21
M Clough	Salary December 2025	Approx. £340.10
HMRC	PAYE/NI December 2025	Approx £86.21

**(iii) Explanation of Variances**

**RESOLVED**

**That the following virements be made from the Grants Budget:-**

**£150.00 to Website and Emails**

**£50.00 to Subscriptions**

**(iv) Budget Head Expenditure 2025-2026 to 5th November 2025**

**RESOLVED**

**That the following Budget Head Expenditure to 5th November 2025, be approved:-**

<b>Budget Head</b>	<b>Total</b>	<b>Budget Allocated</b>	<b>£ Difference</b>
Salary (including HMRC PAYE Costs)	£2,988.07	£5,300.00	£2,311.93
Payroll Fees	£253.20	£275.00	£21.80
Room Hire	£160.00	£240.00	£80.00
Administration	£121.89	£122.00	£0.11
Petrol Reimbursement	£78.30	£100.00	£21.70
Website and Emails	£346.80	£240.00	-£106.80
Internal Auditor	£136.50	£141.00	£4.50
Information Commissioner	£47.00	£47.00	£0.00
Parish Council Insurance	£315.50	£343.00	£27.50
Grants	£0.00	£1,000.00	£1,000.00
Election Fees	£0.00	£100.00	£100.00
Misc Projects	£20.00	£250.00	£230.00
Subscriptions	£258.79	£247.00	-£11.79
Hill Field - Maintenance	£199.76	£700.00	£500.24
Tilston War Memorial Car Park	£2,237.96	£3,615.00	£1,377.04
Tilston War Memorial Car Park Build	£58,356.11	£62,937.86	£4,581.75
Warm Spaces	£19.00	£19.00	£0.00
*Includes Tilston War Memorial Car Park Build	£65,538.88	£75,676.86	£10,137.98
** Excludes Tilston War Memorial Car Park Build	£7,182.77	£12,739.00	£5,556.23

**(v) Bank Reconciliation as at 5<sup>th</sup> November 2025**

**RESOLVED**

**That the following bank reconciliation to 5<sup>th</sup> November 2025, be approved:-**

<b>Bank Reconciliation 5th November 2025</b>	
<b>TILSTON PARISH COUNCIL</b>	
<b>Financial year ending 31 March 2026</b>	
Prepared by: Muna Clough, Parish Clerk & RFO	
Balance per bank statements as at 31st October 2025	£
Current Account (00893268)	£10,887.80
Reserve Account (7250311)	£64,232.86
Less: any unpresented cheques	
Current Account (00893268)	£58,376.11
Reserve Account (7250311)	
Add: any unbanked cash	
Current Account (00893268)	
Reserve Account (7250311)	
<b>Net bank balances as at 5th November 2025</b>	<b>£16,744.55</b>
<b>The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows</b>	
<b>CASH BOOK</b>	
Opening Balance (Total Current and Reserve Account)	
Current Account - 1st April 2025	£3,606.62
Reserve Account - 1st April 2025	£14,970.36
Add: Receipts in the year	
Current Account (00893268)	£23,571.77
Reserve Account (7250311)	£60,134.68
Less: Payments in the year	
Current Account (00893268)	£85,538.88
Reserve Account (7250311)	
<b>Closing balance per cash book [receipts and payments book] must equal net bank balances above</b>	<b>£16,744.55</b>

**(vi) Bank Statements**

**RESOLVED**

**That the following bank statements, as circulated with the Report, be received:-**

**Treasurers Account**

- **1<sup>st</sup> September 2025 – 30<sup>th</sup> September 2025**
- **1<sup>st</sup> October 2025 – 31<sup>st</sup> October 2025**

## Transactions – Instant Account

- 31<sup>st</sup> October 2025

### 10. FORWARD PLANNING – DRAFT BUDGET 2026-2027

Members considered the preliminary proposals for the Budget for 2026-2027, and agreed that the following draft Budget be considered in further detail, following release of the Taxbase.

Budget Head	Proposed Budget 2026-2027
Salary (including HMRC PAYE Costs)	£5,550.00
Payroll Fees	£300.00
Room Hire	£260.00
Administration	£150.00
Petrol Reimbursement	£120.00
Website and Emails	£300.00
Internal Auditor	£150.00
External Audit	£1,000.00
Information Commissioner	£50.00
Parish Council Insurance	£450.00
Grants	£750.00
Warm Spaces	£500.00
Election Fees	£100.00
Misc Projects	£250.00
Subscriptions	£275.00
Hill Field Maintenance	£2,000.00
Tilston War Memorial Car Park – Upkeep and Vehicle Charge RINGFENCE	£2,250.00
Bank Charges	£60.00
TOTAL	£14,515.00

### RESOLVED

- That the Preliminary Budget detailed above, be further considered following the release of the Taxbase for 2026-2027
- That the appointment of Davenport Accountants for the 2025-2026 Internal Audit, be approved;
- That the appointment of Shires Accountants for the Payroll Services in 2026-2027, be approved.

### 11. CAR PARK AT REAR OF VILLAGE HALL

The Chair updated the Parish Council and advised that the Car Park was now open.

### RESOLVED

- That thanks be extended to all involved in this project;
- That the Car Park be a standard item on the Agenda, so that its usage can be officially monitored.

## **12. HILL FIELD**

Councillors Edwin-Scott and Roberts sought approval for the submission of a National Lottery Communities Fund application for a £20,000 grant (over 2 years) by the Tilston Landscape and Wildlife Group. The grant would be used to fund an information board; facilitating wildlife, eg. installing bird boxes; maintenance; tree and wildflower planting; providing a Forest school; other children's activities and seasonal events.

### **RESOLVED**

**That the grant application by the Tilston Landscape and Wildlife Group, in the sum of £20,000, be approved.**

## **13. INVERESK ROAD FLOODING AND NEW FOOTPATH**

The Chair updated the Parish Council on works completed by the Cheshire West and Chester Council contractor.

### **RESOLVED**

**That the report be noted.**

## **14. FOOTPATH MAINTENANCE**

### **RESOLVED**

**That Councillor Johnson investigates avenues available to maintain the footpath at Town Field.**

## **15. WARM SPACE**

The Chair reported that the first Warm Space had taken place on 7<sup>th</sup> November and had been attended by five people.

### **RESOLVED**

**That the report be noted.**

## **16. LAMP POST POPPIES**

The Chair reported that he would remove the poppies this week.

### **RESOLVED**

**That the report be noted.**

## **17. CHRISTMAS WREATHS**

### **RESOLVED**

- (i) That Councillors Eddlestone, Johnson, McWilliams and Roberts, place the Christmas Wreaths on the lampposts throughout the Village;**
- (ii) That the Clerk contacts the Highways Department to ask them to undertake kerb maintenance/gutter clearance throughout the Village.**

## **18. HIGHWAYS MATTERS**

Councillor Johnson reported on the legal position regarding parking on pavements.

Members also discussed the condition of the bridge to Shocklach.

### **RESOLVED**

- (i) That Councillor Johnson to contact the local PCSO and enquire if she will contact owners who park on pavements, if photographic evidence is available;**

- (ii) That Councillor McWilliams makes enquiries into reporting the condition of the bridge to Shocklach.

**19. DATE OF NEXT MEETING**

Members noted that the next meeting of the Parish Council would be held on 8<sup>th</sup> January 2026 at 7.00 pm at Tilston War Memorial Hall.

**20. URGENT ITEMS**

There were no items which the Chair of Council Business (or other person presiding) was of the opinion required consideration as a matter of urgency.

## **TILSTON PARISH COUNCIL**

Clerk: Muna Clough, Peach Tree House, Calveley Hall Lane, Calveley, Tarporley. CW6 9LG

Tel. 0754 640 5090

Email: [clerk@tilstonparishcouncil.co.uk](mailto:clerk@tilstonparishcouncil.co.uk)

### **REGISTER OF ASSETS 2025-26**

<b>ASSET</b>	<b>ASSET VALUE</b>
Brick Bus Shelter	£4238
Medieval Stocks	£8950
Two benches (either side of the Stocks)	£1000
Salt Bin	£407
Village Oak Map	£3446
4 Village Signs	£1517
2 x Notice Boards	£2500
Public Bench (Rookery Road/Wynter Lane)	£719
Defibrillator Cabinet	£876
Emergency Phone	£708
Engraver (July 2017)	£15
<sup>1</sup> Tilston War Memorial Hall	£1
<sup>2</sup> Hill Field (behind TWMH)	£1
1914-1918 Remembrance Carved Poppy (July 2020)	£1
Tilston War Memorial Hall Car Park	£1
Glasdon Icemaster MK11 Gritter (November 2020)	£125
HP Laptop inc. Mouse (October 2022)	£576

<sup>1</sup>Identified that the Parish Council owns Tilston War Memorial Hall at July 2016 (recorded in Minutes) Parish Council Meeting. However, the Parish Council does not run or maintain the Hall in accordance with the 18<sup>th</sup> February 1972 Conveyance.

<sup>2</sup> Minutes March 2018

Inspected on: 13<sup>th</sup> November 2025

Inspected by: Councillor Roberts