

TILSTON PARISH COUNCIL

8th January 2026

Commenced: 7.00 pm

Terminated: 7.45 pm

**Present: Councillor Kenny (Chair)
Councillors Eddleston, Johnson, McWilliams (part) and Roberts**

There was one member of the public in attendance

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 13th November 2025 were approved as a correct record and signed by the Chair.

3. DECLARATIONS OF INTEREST

Councillor Eddleston declared an interest in Minute 7(i), as he was a neighbour. He did not participate in the voting.

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

In the absence of Councillor Waddelove, this Item was deferred.

5. PUBLIC FORUM

A member of the public questioned the publication of meetings on the website, Notice Boards and Newsletter. He also referred to a planning matter, and was directed to Cheshire West and Chester Council, on this matter.

RESOLVED

That Councillor Edwin-Scott arranges to publicise the dates of meetings of the Parish Council in the Reporter Newsletter.

6. GOVERNANCE

RESOLVED

That the Publication Scheme, as circulated with the Agenda, be approved.

7. PLANNING MATTERS

The Parish Council considered the following planning matters:-

• New Planning Applications

(i) **Reference Number:** 25/03770/FUL

Site Address: Old Quarry Duckington Lane Tilston Malpas SY14 7DU

Proposal: Erection of storage building

RESOLVED

That no comments be submitted regarding this proposal.

(ii) **Reference Number:** 25/03903/TPO

Site Address: Lowcross Mill House Wet Lane Tilston Malpas SY14 7DW

Proposal: G1: Row of cypress - reduce to just above previous pruning points at approximately 3.5m above ground level. T1 - small maple tree (in front of row of cypress) - remove. TPO details: X/91/10221/ORD

RESOLVED

That no comments be submitted regarding this proposal.

• **Planning application considered under the provisions of the Standing Orders**

(iii) **Reference Number:** 25/03635/FUL

Site Address: Willow Cottage 19 Church Road Tilston Malpas SY14 7HB

Proposal: Single-storey rear extension and first-floor side extension, with remodelling works including alterations to window and door openings to the rear and side elevations and additional rooflights.

RESOLVED

That the Members' decision to submit no comments in respect of this application be confirmed.

8. BUDGET-PRECEPT 2026-2027

The Parish Council considered a report of the Clerk and Responsible Financial Officer on the Budget and associated Precept for 2026-2027.

Tilston Parish Council's tax base for 2026/27 was 290.3. The Members agreed that to be prudent, the Parish Council should cover the costs of its Budget, which would total £13,356.00.

This meant that the Precept for 2026-2027 for each Band D property would cost £46.00, which was an increase of £3.17 per year, which Members agreed was a modest increase.

RESOLVED

- (i) **That the Budget for 2026-2027, as Appended to these Minutes, be approved;**
 - (ii) **That a Precept request, for the sum of £13,356.00 for 2026-2027, be approved.**
- For the purpose of the Minutes, these decisions were unanimous.**

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

That the following transactions be approved:-

Payee/Payer	Description	Receipts	Payments
Plant and Robinson	Tarmac		£750.00
Tilston War Memorial Hall	Contribution towards Brabners	£750.00	
HMRC	VAT Refund	£10,216.62	
HMRC	November PAYE		£86.21
M Clough	November Salary		£340.10
M Clough	Norton Antivirus Reimbursement		£24.99
Lloyds Bank	November Service Charge		4.25
Tilston War Memorial Hall	Room Hire 251109		£20.00
HugoFox	Emails		£11.99
Chris Kenny	Signs Reimbursement		£18.47
Carden Arms	Welcoming Space November Invoice 87572		£70.00

Tilston War Memorial Hall	Room Hire 251207		£20.00
Chris Kenny	Reflective Tape		£11.13
M Clough	December Salary		£340.10
HMRC	December PAYE		£86.21

(ii) Approval of Payments

RESOLVED

That the following payments be approved:-

Payee/Payer	Description	Expenditure
M Clough	Salary January 2026	Approx £360.00
HMRC	PAYE/NI January 2026	Approx £95.00
M Clough	Salary February 2026	Approx. £360.00
HMRC	PAYE/NI February 2026	Approx £95.00

(iii) Explanation of Variances

RESOLVED

That the following virement of £25.00 to the Administration Budget, from the Grants Budget, be approved.

(iv) Budget Head Expenditure 2025-2026 to 31st December 2025

RESOLVED

(a) That the following Budget Head Expenditure to 31st December 2025, be approved;

(b) That a projected financial position at the end of the year, be presented to the next meeting.

Budget Head	Total	Budget Allocated	£ Difference
Salary (including HMRC PAYE Costs)	£3,840.69	£5,300.00	£1,459.31
Payroll Fees	£253.20	£275.00	£21.80
Room Hire	£200.00	£240.00	£40.00
Administration	£146.88	£122.00	-£24.88
Petrol Reimbursement	£78.30	£100.00	£21.70
Website and Emails	£358.79	£390.00	£31.21
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	£800.00	£800.00
Election Fees	£0.00	£100.00	£100.00
Misc Projects	£20.00	£250.00	£230.00
Subscriptions	£267.29	£297.00	£29.71
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	£59,135.71	£62,937.86	£3,802.15
Warm Spaces	£89.00	£19.00	-£70.00
	£67,326.58	£75,676.86	£8,350.28
	£8,190.87	£12,739.00	£4,548.13

(v) **Bank Reconciliation as at 31st December 2025**

RESOLVED

That the following bank reconciliation to 31st December 2025, be approved:-

Bank Reconciliation 31st December 2025	
TILSTON PARISH COUNCIL	
Financial year ending 31 March 2026	
Prepared by: Muna Clough, Parish Clerk & RFO	
Balance per bank statements as at 31st December 2025	
Current Account (00893268)	£10,589.10
Reserve Account (7250311)	£15,373.85
Less: any unpresented cheques	
Current Account (00893268)	£0.00
Reserve Account (7250311)	£0.00
Add: any unbanked cash	
Current Account (00893268)	£0.00
Reserve Account (7250311)	£0.00
Net bank balances as at 31st December 2025	
£25,962.95	
The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows	
CASH BOOK	
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)	£34,547.39
Reserve Account (7250311)	£60,165.16
Less: Payments in the year	
Current Account (00893268)	£87,326.58
Reserve Account (7250311)	£0.00
Closing balance per cash book [receipts and payments book] must equal net bank balances above	
£25,962.95	

(vi) **Bank Statements –**

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

Treasurers Account

- **1st November 2025 – 30th November 2025**

- **1st December 2025 – 31st December 2025**
- Bank Statements/Transactions – Instant Account**
- **31st December 2025**

At this juncture Councillor McWilliams arrived.

10. CAR PARK AT REAR OF VILLAGE HALL

The Chair requested approval for the purchase of a motion sensor light at the rear of the hall.

RESOLVED

That the purchase of a motion sensor light, to be installed at the rear of the hall, be approved.

11. HILL FIELD

Councillors Roberts reported that the grant application had now been submitted.

RESOLVED

That the report be noted.

12. WELCOME SPACE

The Chair updated the Parish Council on the Welcome Space activity to date.

RESOLVED

That the report be noted.

13. HIGHWAYS MATTERS

Councillor Johnson reported on highways concerns raised by residents at the junction of the Carden Arms. He would direct residents to the Cheshire West and Chester Highways Department. In the meantime, the Clerk agreed to notify Highways, and Councillor Waddelove, on behalf of the Parish Council.

RESOLVED

That the report be noted.

14. ANNUAL PAY REVIEW

The Parish Council considered the annual pay review of the Clerk, from SCP 18 (£16.35) to SCP 19 (£16.62).

RESOLVED

That the annual pay review of the Clerk, from SCP 18 to SCP 19, be approved.

15. DATE OF NEXT MEETING

Members noted that the next meeting of the Parish Council would be held on 12th March 2026 at 7.00pm at Tilston War Memorial Hall.

16. URGENT ITEMS

The Chair considered that the following items of business required reporting as a matter of urgency.

17. CHRISTMAS TREE LIGHTS

RESOLVED

That the Chair to speak to a local electrician, in relation to complaints received from residents over the lights on the Christmas tree.

18. FESTIVE DECORATIONS

RESOLVED

That Councillors Kenny and Johnson to remove the festive decorations in the Village, on Saturday.

TILSTON PARISH COUNCIL

BUDGET

2026-2027

Budget Head	Budget 2026-2027
Salary (including HMRC PAYE Costs)	£5,550.00
Payroll Fees	£300.00
Room Hire	£240.00
Administration	£150.00
Petrol Reimbursement	£120.00
Website and Emails	£300.00
Internal Auditor	£150.00
Information Commissioner	£50.00
Parish Council Insurance	£450.00
Grants	£611.00
Warm Spaces	£500.00
Election Fees	£100.00
Projects including:- New Defibrillator; Map Stand; Stocks; Bus Shelter Refurbishment	£2,500.00
Subscriptions	£275.00
Hill Field Maintenance	£2,000.00
Bank Charges	£60.00
TOTAL	£13,356.00