

# HATHERTON AND WALGHERTON PARISH COUNCIL

## MINUTES OF ANNUAL MEETING OF THE PARISH COUNCIL HELD ON TUESDAY 13<sup>TH</sup> MAY 2025

**Present:**, Cllr James Du Pavey, Cllr Chris Knibbs, Cllr Steve Mitchell, Cllr Joy Sansom, Cllr Nigel Dibben, Cllr Ian Bennion, Cllr Gerald Laxton

**In attendance**

Abbi Miller (Clerk), Janet Clowes (Ward Councillor)

**25/01 ELECTION OF CHAIRMAN**

Proposed by Cllr Bennion, seconded by Cllr Du Pavey and unanimously carried that Cllr Knibbs be elected as Chairman.

**RESOLVED:** That Cllr Chris Knibbs be elected as Chairman of the Parish Council for the ensuing year.

**25/02 ELECTION OF VICE CHAIRMAN**

Proposed by Cllr Du Pavey, seconded by Cllr Sansom and unanimously carried that Cllr Dibben be elected as Vice Chairman.

**RESOLVED:** That Cllr Nigel Dibben be elected as Vice Chairman of the Parish Council for the ensuing year.

**25/03 APOLOGIES FOR ABSENCE**

Apologies received from Cllr Katie Clinton and Cllr Rob Tindall.

**25/04 ROLES & RESPONSIBILITIES OF COUNCILLORS**

**RESOLVED** – The Roles & Responsibilities of Councillors was updated and agreed.

**25/05 DECLARATION OF INTEREST**

There were no declarations of interest.

**25/06 MINUTES OF LAST MEETING**

**RESOLVED** - It was proposed by Cllr Sansom and seconded by Cllr Laxton and agreed that the minutes of the meeting held on 11<sup>th</sup> March 2025 be approved as a true and correct record and were signed by the Chairman.

**25/07 QUESTIONS OR COMMENTS FROM MEMBERS OF THE PUBLIC**

**In accordance with the Parish Council's Standing Orders, section 1d, members of the public were able to ask a question of the Parish Council or make a statement.**

There were no members of the public present.

**25/08 MATTERS ARISING**

All matters arising from the meeting held on 11<sup>th</sup> March 2025 were resolved.

**25/09 MEMBERSHIP OF THE PLANNING COMMITTEE**

**RESOLVED:** Cllr Knibbs read out the Terms of Reference for the Planning Committee and the Council unanimously voted to approve the current terms of reference for the Planning Committee membership to remain in place.

Councillors are Cllr Du Pavey (Chair), Cllr Knibbs, Cllr Sansom, Cllr Tindall and Cllr Bennion, although all agreed that Planning Committee meetings were open for all Parish Council members.

**25/10 CONFIRMATION OF ASSET REGISTER**

**RESOLVED:** It was proposed by Cllr Sansom and seconded by Cllr Dibben and agreed that the Fixed Asset Register be approved and that it will be reviewed in March 2026 or when there is a change in assets.

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## **25/11 CONFIRMATION OF RISK SCHEDULE**

**RESOLVED:** It was proposed by Cllr Dibben and seconded by Cllr Laxton and agreed that the risk schedule identifies the risk matters, the frequency of review and the minute number relating to the most recent consideration of specific risk items.

## **25/12 INTERNAL AUDIT**

The 2024/25 Internal Audit has been completed with the conclusion that the Council's system of internal controls is in place, adequate for the purpose intended and effective, subject to the recommendations reported in the action plan.

**RESOLVED:** The Council acknowledged the recommendations, however would like clarification on the point raised regarding website compliance and difficulty in locating documents.

**ACTION:** Clerk to email Internal Auditor, and to use the Public Rights template supplied by the External Auditor.

## **25/13 ANNUAL GOVERNANCE STATEMENT**

**RESOLVED:** This was approved by the Council and signed by the Chairman and Clerk.

## **25/14 ACCOUNTING STATEMENT FOR FINANCIAL YEAR ENDED 31 MARCH 2024**

**RESOLVED:** This was approved by the Council and signed by the Chairman and RFO.

## **25/15 EXEMPTION CERTIFICATE**

**RESOLVED:** This approved by the Council and signed by the chairman and RFO. Clerk to submit to PFK Littlejohn, the external appointed auditor.

## **25/16 FINAL SPEND AGAINST BUDGET**

**RESOLVED:** The Council spent £4,857.64 against a budget of £5,762.00 giving an underspend of £904.36 (+15.7%)

## **25/17 RECEIPTS & PAYMENTS SUMMARY**

**RESOLVED:** The Council was updated with a summary and balance sheet for year 01/04/2024 to 31/03/2025

## **25/18 RENEWAL OF PARISH COUNCIL INSURANCE**

The Council unanimously agreed to another year with Zurich Insurance as offering best value for money.

**RESOLVED:** To remain with Zurich Insurance for another year, however the renewal had not been received at the time of the meeting. **ACTION:** Parish Clerk to chase and carry forward to the next meeting.

## **25/19 RENEWAL OF ICO – DATA PROTECTION**

**RESOLVED:** To renew the ICO fees for 2025/26.

## **25/20 PUBLIC RIGHTS NOTIFICATION**

**RESOLVED:** Date set for announcing Public Rights is to commence on Monday 2<sup>nd</sup> June 2025 to Friday 11<sup>th</sup> July 2025. This covers 30 working days and to include the first 10 days of July 2025.

## **25/21 INTERNAL AUDITOR FOR 2024/25 YEAR END**

**RESOLVED:** To appoint Mrs A Riley for the Internal Audit 2025/26.

## **25/22 RECEIPTS AND PAYMENTS SINCE LAST MEETING AND BANK RECONCILIATION**

**25/22.1** - Councillors received the Finance report, Appendix 8, that detailed the bank reconciliation.

Opening Balance on 01/03/2025 of £6037.10 with income of £4409.48 from the first Precept instalment from Cheshire East, a VAT refund and repayment of a duplicated payment. Spend since the last meeting was £1417.13 leaving a balance of £9029.45.

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**25/22.2** – Budget against actual spend, a forecast against budget is 88.5% underspent but given this is the first report of the FY, this will change throughout the year as commitments become clearer.

**25/22.3 – RESOLVED:** The following payments were authorised:

Payment to	Details	Amount
ICO	Independent Commissioners Office Payment	£52.00
ChALC	Subscription Fee	£161.46
Abbi Miller	Clerk Salary	£427.44
HMRC	Clerk Contribution	£11.80
Abbi Miller	Stationary (Printer Ink)	£46.99
Amanda Riley	Internal Audit	100.00
Chris Knibbs	Car Parking	£2.10
Chris Knibbs	Tree Planting Equipment	£21.43
Scottish Power	Electricity	£111.63

## 25/22 PLANNING MATTERS

**25/22.1** – Councillors received the Planning Report, Appendix 9 and the following planning applications with decisions made since the last meeting held on 25<sup>th</sup> March 2024.

Plan No.	Address	Decision
25/0678/FUL	Land Off Audlem Road, Birchall Moss, Hatherton, CW5 7PJ Full Planning - Installation of 2.4m high replacement fencing required to protect an existing cross country valve.	Approved with conditions 11/04/2025

## 25/22.2 – New Planning Applications

There were no new planning applications.

## 25/23 HIGHWAY MATTERS

Cllr Dibben provided the Council with an update of Highway Matters:

- The Parish Council had received an update from Mr Roy Cook from Cheshire East Highways.
- 27<sup>th</sup> & 28<sup>th</sup> May, works will be taking place on Crewe Road, All residents will receive a letter with details. **ACTION:** Cllr Clowes to notify residents via the Facebook group.
- Road signs have been ordered for Bridgemere Lane, Birchall Moss Lane and Husnterson Road.
- A “Road Narrows” sign ad been erected on Back Lane.
- Wooden Posts have been replaced for metal ones.

## 25/24 REPORT FROM WARD COUNCILLOR

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Cllr Clowes provided the Council with an update on the following:

- Cheshire East Council is producing a supplementary planning policy that will include a local 'listing' of properties in preparation for the next Local Plan. This will include properties, buildings or vistas that are of local importance to the community. There is a consultation running regarding this.
- Sally Clarks Lane – The grant application for this fell through due to environmental certification. All options have now been assessed following a FRAP assessment and will now be proceeding with a reinforced vegetation mapping system that will run along the length of the brook. This will commence once the land has been de-vegetated. Cllr Clowes is keeping the community informed.
- The bridge near Sally Clarks Lane is damaged owing to obstacles and debris getting trapped under the bridge. Cllr Knibbs added that it would be good to get a consolidated approach owing to the same occurring to the Hatherton bridge.
- Cheshire East Council has been served a 'Best Value' note from the Government, due to its ongoing struggles with finances and debt having increased.
- Boundary changes are being implemented in Cheshire East. Wybunbury and Weston Wards will be combined.

## 25/25 IMPROVEMENT WORKING GROUP REPORT

Cllr Knibbs read out the Terms of Reference for the Improvement Working Group, and noted the increase in out of Parish committee spends to £500.00. The Parish Council agreed that this Group is to remain as an advisory committee and noted that all Councillors and members of the public were welcome to meetings.

Cllr Knibbs updated the Council on the following:

- The area opposite the Boars Head Pub needs mowing
- The Noticeboard needs re-oiling
- The Council approved the spend to purchase two new noticeboards (quotes provided).
- The footpath needs clearing. Cllr Du-Pavey has reported this on Fix My Street and will chase up.
- Cllr Dibben will get a quote for new Footpath signs.
- The kissing gate on FP8 is broken. Cllr Knibbs has reported this.
- FP1 is still problematic and may require a meeting with Cheshire East.
- Cllr Knibbs has bought the blossom trees and will care for them over the summer ready to be planted in the autumn.
- There are some noticeable gaps in the A529 hedgerow and these may need to be looked at for replacements.

## 25/26 CHESHIRE EAST COUNCIL CONSULTATIONS

**RESOLVED:** Cllr Clinton to complete Cheshire East Pharmaceutical Needs Assessment (PNA) Consultation. Cllr Dibben to complete the Lane Rental Scheme Consultation 2025

## 25/27 MEMBERS REPORTS

Cllr raised that it was now a legal requirement to have gov.uk domain for the website. This will involve additional costs to host. **RESOLVED:** The Parish Council approved the increased payments.

Cllr Sansom noted that a pipe was flowing out at Mulberry House on Lodge Lane.

## 25/28 DATE OF NEXT MEETING

Date of next Parish Council Meeting is Tuesday 8<sup>th</sup> July 2025.  
Hankelow Chapel, 11 Old School Lane, Hankelow, CW3 0JN

The meeting closed at 21:36 pm