

ALVANLEY PARISH COUNCIL

Minutes of the Alvanley Parish Council Meeting held on
Thursday 17th July 2025 at 19.00 hours at Alvanley Village Hall

PRESENT

Present: Cllrs: Mrs B Crowe Mrs J Hughes
Mrs A Mahoney Mr D Gilbert
Mr D Bowker (Clerk)
Two members of the public
Mr John Wright – Alvanley Resident
Mr Mark Rogers – Alvanley Resident

1 To welcome Parish Councillors and members of the public to the Meeting

Duly carried out.

2 Receive apologies for absence.

Apologies were noted from Mrs Heather Lodge

3 Declaration of Interests

All councillors as per Notification of Interests

4 Issues to be raised by the Public.

Mr Rogers expressed concerns about the speed vehicles were travelling on Back Lane
It was agreed that the Clerk would contact the PCSO and ask if the Speed Indicator Device
could be used in the area.

ACTION:- CLERK

It was also noted by Mr Rogers that a road sign on Commonsideside and another on Manley
Road were bent and damaged.

The Clerk was able to advise that the Commonsideside sign had been reported and the Parish
council had been advised by CWaC that it would not be repaired or replaced.

5 Minutes of the Parish Council Meeting – Wednesday 28th May 2025

It was proposed by Cllr Crowe, seconded by Cllr Gilbert, and agreed by ALL eligible to vote
that the minutes be accepted.

6 Items for resolution

Parish Council Vacancy notice

It was proposed by Cllr Mahoney, seconded by Cllr Gilbert that the three parish council
vacancies should be advertised between the 21st July and the 29th August.

A vote was taken with three for and one abstention. Motion Carried.

ACTION :- CLERK

**The Accounting Statements (Section 2) are prepared & signed by the
RFO.**

This action was duly carried out

The Annual Internal Audit Report is received and noted.

It was proposed by Cllr Gilbert, seconded by Cllr Mahoney and agreed by all eligible to vote
that the AGAR Annual Internal report was approved and signed

The Annual Governance Statement (Section 1) is approved.

It was proposed by Cllr Gilbert, seconded by Cllr Mahoney and agreed by all eligible to vote
that the AGAR Annual Governance Statement was approved and signed

The Accounting Statements (Section 2) are approved.

It was proposed by Cllr Gilbert, seconded by Cllr Crowe and agreed by all eligible to vote that
the AGAR Annual Accounting Statement was approved and signed

The Certificate of Exemption is approved.

It was proposed by Cllr Mahoney, seconded by Cllr Crowe and agreed by all eligible to vote
that the AGAR Annual Certificate of Exemption document was approved and signed.

ACTION :- CLERK

Standing Orders

It was proposed by Cllr Gilbert, seconded by Cllr Mahoney and agreed by all eligible to vote that the revised Standing Orders circulated with the agenda should be approved and adopted.

E-Mail addresses/Website/Facebook

It was agreed that as from the 21st July all E-Mails would be circulated using the new E-mail addresses.

It was proposed by Cllr Gilbert, seconded by Cllr Mahoney and agreed by all eligible to vote that a Direct Debit be arranged to cover the monthly management charges.

ACTION :- CLERK

It was proposed by Cllr Mahoney, seconded by Cllr Crowe and agreed by all eligible to vote that a payment of £52.08 be made to cover the first month's management charge.

ACTION :- CLERK

The Website and Facebook sites are still in the process of being developed.

Freedom Of Information Policy

It was proposed by Cllr Gilbert, seconded by Cllr Mahoney and agreed by all eligible to vote that the Freedom of Information policy circulated with the agenda should be approved and adopted.

Data Protection Policy

It was proposed by Cllr Mahoney, seconded by Cllr Crowe and agreed by all eligible to vote that the Data Protection Policy circulated with the agenda should be approved and adopted.

Transparency Statement

It was proposed by Cllr Hughes seconded by Cllr Mahoney and agreed by all eligible to vote that the Transparency statement circulated with the agenda should be approved and adopted.

Strategic Plan

It was proposed by Cllr Gilbert, seconded by Cllr Crowe and agreed by all eligible to vote that the Strategic Plan circulated with the agenda should be approved, adopted, and revised quarterly.

Financial Regulation Policy

Deferred to next meeting.

ACTION :- CLLR HUGHES

CWaC Local Plan – Site Development

CWaC have recently put forward areas that they are considering for development to meet the local housing need; the Parish Council are a consultee in this matter and will be monitoring all developments going forward.

Bank Mandate Signatories

It was proposed by Cllr Crowe, seconded by Cllr Mahoney and agreed by all eligible to vote that the Chairman and Vice-Chairman should be assigned as signatories to the Bank Mandate and have access to information provided online.

ACTION :- CLERK

Meeting Dates 2026

It was agreed that the meeting dates for 2026 should remain being on a Wednesday night.

Fingerpost painting

Following receipt of two quotations it was agreed that further work would be done to see if grant funding could be found to meet the cost.

ACTION :- CLERK/CLLRS HUGHES & GILBERT

Stone road edging (The Rock)

Following the May meeting the Parish Council wrote to a homeowner who had placed stones on the edge of the road and advised of the consequences of this action.

The Parish Council suggested that the stones be removed.

No action has been taken and it was agreed that this matter now be reported to CWac Highways.

Stone edging on the road has and will be raised with other residents in the Parish but the Parish Council were pleased to note that one resident has already acted.

ACTION :- CLERK

Minor Highways Improvements

It was agreed that the Parish Council would request that "siding out" work should be carried out on the pavement between FP No 5 and Towers Lane

ACTION :- CLERK

Highways

Cllr Gilbert reported that the grass needed cutting at the top of Primrose Lane (SS720430045) and it was noted that this work had been done.

Cllr Hughes has reported the missing chevron sign (HW732106354) and we are awaiting further action.

Clerk's contract of Employment and Job Description

Cllr Mahoney is working on a new Contract of Employment and Job Description for the Parish Clerk which will be presented before the next meeting.

ACTION :- CLLR MAHONEY

7 Matters arising from last meeting: (Update)

Armorial Crest

It was agreed that the document circulated to all councillors was acceptable and should be used to produce a printed document.

It was proposed by Cllr Gilbert, seconded by Cllr Mahoney and agreed by all eligible to vote that 250 of the documents should be produced at a cost of £80.54.

ACTION :- CLLR HUGHES

8 Reports on meetings attended by Councillors.

Cllrs Hughes, Mahoney and Gilbert attended a meeting with Officers of the CWaC Highways Department for information gathering.

At the above meeting Cllrs. Gilbert, Mahoney & Hughes initiated a request, by the Parish Council, for a Zebra or controlled crossing near to the school.

Due to the proximity of the bend, highways could not install any type of crossing due to road safety implications.

On Tuesday 1st July Cllr.Crowe tuned into the CW&C Devolution zoom meeting.

On Tuesday 8th July Cllr.Crowe was present at the school FGB zoom meeting.

Governors focus in part on the implementations from the external Governance Review and aim to continue to Nurture, Inspire and Achieve for the school. Further information can be found on the School Website.

9 Accounts

Blue Sky Websites Invoice

It was proposed by Cllr Hughes, seconded by Cllr Gilbert, and agreed by ALL eligible to vote that the charge of £391.95 for the Hosting and Domain charges should be accepted.

ACTION :- CLERK

Clerk's Salary Q225

It was proposed by Cllr Gilbert, seconded by Cllr Crowe, and agreed by ALL eligible to vote that the charge of £690.36 for the Clerk's salary Q225 should be accepted.

ACTION :- CLERK

PAYE Payment Q225

It was proposed by Cllr Gilbert, seconded by Cllr Crowe, and agreed by ALL eligible to vote that the charge of £162.00 for the PAYE Payment Q225 should be accept.

ACTION :- CLERK

Internal Audit Charge

It was proposed by Cllr Mahoney, seconded by Cllr Crowe, and agreed by ALL eligible to vote that the charge of £100.00 for the Internal Audit 2025 should be accepted.

ACTION :- CLERK

10 Planning Applications

24/02121/FUL The Cedars, Towers Lane

Awaiting Decision

25/00182/FUL Birch Cottage, Back Lane

Awaiting Decision

25/00183/LBC Birch Cottage, Back Lane

Awaiting Decision

25/01329/FUL The Cottage, Back Lane

Approved

11 Items introduced by Parish Councillors/Clerk (Not for resolution)
The Clerk reminded the Parish Council that it had been nine months since we had received any communication from CWaC about Broadband provision in the Parish.
Most of the councillors were not aware that the Parish Council had been trying to progress this matter and it was agreed that the Clerk should contact the Officer in charge for further information.

ACTION:- CLERK

12 Agenda Item for the next Meeting
Sandstone Committee
Christmas Illuminations
Commonside Tip

13 Date of the next meeting – Wednesday 10th September 2025 at the Village Hall at 19.00

Cllr.