



MINUTES OF THE PARISH COUNCIL MEETING
HELD ON 4TH MARCH 2026
AT 19.00HRS AT ALVANLEY VILLAGE HALL

In Attendance: Cllr B Crowe

Cllr J Hughes (Chair)

Cllr A Mahoney

Cllr H Lodge

Cllr D Gilbert

Clerk: Mrs T Ryall-Harvey

Members of the Public: 0

APPOINTMENT OF CLERK & RFO

Proposed by Cllr Lodge, seconded by Cllr Mahoney and unanimously **RESOLVED 26/001** to accept the appointment of Mrs T Ryall-Harvey as the Clerk and RFO of Alvanley Parish Council. The contract had been signed by the Chairman and Clerk outside of the meeting.

APOLOGIES: No apologies were received.

DECLARATION OF DISCLOSABLE INTERESTS –

Cllr Lodge declared a non-pecuniary interest on any issues relating to the planning consultation 25/02767/FUL Cliff Farm, Commonside, Alvanley, Frodsham due to being friends of the applicant and undertook not to vote on any matter.

EXCLUSION OF PRESS AND PUBLIC - it was agreed that there were no issues that needed to be discussed with the exclusion of Press and Public.

PUBLIC SESSION

Cllr Crowe asked if anyone had heard of a 'Rural Northern Broadband Company/Organisation', as it had recently been reported that this company had been helpful in bringing broadband to village halls.

Commonside Crossroad –Cllr Lodge reported about a further accident that had taken place recent at this Crossroad.

MINUTES

RESOLVED 26/002 that the Chairman signs, as a true and correct record, the minutes of the meeting held on 14th January 2026 proposed by Cllr Gilbert and seconded by Cllr Mahoney and unanimously agreed.

ACTIONS (not otherwise on the agenda)

Verbal reports on the following issues were received:-

- Flooding on Frodsham Road – Cllr Hughes provided an history the issue to the meeting and confirmed that following CWaC confirming to the landowner that it was their responsibility to ensure the water does not remain on the road a trench has been dug by the landowners to take the water off the road, which has now resolved the issue.
 - Commonside Crossroads – Cllr Lodge reported upon another accident had occurred yesterday between a van and a motorbike. It was reported that this was the third accident.
- Gowy Beat Meeting – Cllr Hughes raised concerns that Parish Council had about accidents at Commonside

Crossroads to a recent meeting she had attended with the Local Police Beat Officer and he confirmed that only accidents that incur an injury are reported to CWaC.

ACTION: Awaiting CWaC who are looking to repaint the road markings.

Cheshire Railings – Cllr Hughes reported that the previous Clerk had received confirmation that all the Cheshire Railings in the area were owned and should be maintained by CWaC.

- Fingerpost – Helsby/Frodsham Road Junction – it was reported that following the fingerpost being damaged, this had been removed by a local farmer and stored for safe keeping whilst a repair was undertaken. It was confirmed to the Parish Council meeting that the farmer had repaired it.

ACTION: The Parish Council to arrange for it's reinstallation.

ACTION: Cllr Lodge to obtain quotes to paint the fingerpost (3 x fingerposts and 1 x milestone – including the fingerpost sign that is located on Helsby/Alvanley border at Bates Lane/Tarvin Road junction in Helsby)

ACTION: Cllr Hughes to check with Helsby to see if they will contribute towards the cost of painting the above fingerpost in Helsby.

- Wifi for Village Hall – Cllr Hughes reported that the Caretaker was waiting on EE Charity Liaison Worker to get back in touch in relation to installing Wifi in the Village Hall.

MEETINGS ATTENDED

Cllr Hughes provided a verbal report on the recent joint meeting between Parish Councils and Police that had been organised for 25th February in Manley Village Hall, she confirmed that the Beat Office had reported that there was a low level of crime in the area.

Cllr Crowe reported on attending the Full Governors Board Meeting at Manley School on 2nd Feb where various items were raised including staff issues and pupil attendance.

Cllr Crowe reported on attending an Early Years Link meeting on 24th February at Manley School where progress of the September intake was reported.

Cllr Crowe reported that she attended a Zoom Meeting for the Rural Need Survey on 26th February and had circulated the information around the Parish Councillors following the meeting.

PLANNING

The Planning Register dated 16/02/2026 was accepted. It was noted that no new planning consultations had been received in since the last meeting.

It was noted that the following application had been determined by the Local Authority since the last meeting:-

- 25/04037/PDQ – Land on the North Side of Commonsides, Commonsides, Alvanley, Frodsham WA6 9HB – Partial conversion of an existing agricultural building to one dwelling – **prior approval requires permission.**

FINANCIAL ITEMS

Cashbook

Proposed by Cllr Lodge, seconded by Cllr Mahoney and unanimously **RESOLVED 26/003** that the Year to date cashbook dated 16/02/2026 be approved as a true and correct record.

Bank Mandate

Proposed by Cllr Lodge, seconded by Cllr Mahoney and unanimously **RESOLVED 26/004** that the Bank Mandate be brought up to date.

VAT Rebate Application – Proposed by Cllr Gilbert, seconded by Cllr Lodge and unanimously **RESOLVED 26/005** that the clerk submit the VAT Rebate Application for 2024-26 of £534.14 in March.

Payroll Provider for 2026-27 – following the Clerk seeking quotes for Payroll provision for 2026-27 it was proposed by Cllr Lodge and seconded by Cllr Gilbert and unanimously **RESOLVED 26/006** that the Accounts Centre be asked to undertake these services for 2026-27.

Payments by Direct Debit – proposed by Cllr Lodge, seconded by Cllr Mahoney and unanimously **RESOLVED 26/007** to continue paying the ICO subscription and CTS Systems (until the new website is running) by Direct Debit and these be the only two payments authorised to be paid by Direct Debit.

Internal Auditor for 2025-26

Proposed by Cllr Gilbert, seconded by Cllr Crowe and unanimously **RESOLVED 26/008** to instruct Mrs Kath Lloyd to undertake the Internal Auditor for 2025-26.

Payments for approval:-

Proposed by Cllr Crowe, seconded by Cllr Lodge and unanimously **RESOLVED 26/009** to accept the list below of income received and payments made or due to be made since the last meeting for approval.

Income received since the last meeting

Date	Received From	Gross Amount	Comment
30/01/2026	Bank Interest	£2.92	Bank Interest for January 2026

Payments made since the last meeting - for noting

Date	Payable to	Net Amount	VAT	Gross Amount	Comment
05/02/2026	CTA Systems	£58.40	£11.68	£70.08	Website and Email Provision
05/03/2026	CTA Systems	£58.40	£11.68	£70.08	Website and Email Provision

Payments not yet made - for approval

Payable to	Net Amount	VAT	Gross Amount	Comment
Alvanley Village Hall	£240.00	£0.00	£240.00	Hire of Village Hall during Financial Year 24-25
Alvanley Village Hall	£240.00	£0.00	£240.00	Hire of Village Hall during Financial Year 25-26
D Bowker	£399.52	£0.00	£399.52	Clerk's Salary to 17th February & Expenses
HMRC	£95.20	£0.00	£95.20	PAYE Payment for D Bowker
Clerk's Salary	£523.44	£0.00	£523.44	Payroll from 18-02-2026 to 31-03-2026
HMRC	£41.20	£0.00	£41.20	PAYE Payment for Clerk
HMRC	£135.40	£0.00	£135.40	PAYE Payment for Clerk

PARISH COUNCIL MATTERS

Strategic Plan for 2026 - Proposed by Cllr Lodge, seconded by Cllr Crowe and unanimously **RESOLVED 26/010** that the updated Strategy Plan for 2026 be approved as circulate prior to the meeting.

Cllr Crowe asked if Alvanley Agricultural Services and the Woodworking Company at Commonsides could be

included in the plan as companies that have supported the local area. Cllr Gilbert advised that Alvanley Agricultural Services had been included in 2026 plan as they are supporting with the repair of the finger posts. Cllr Gilbert also stated that if Cllr Crowe could advise what support the Woodworking Company had provided in 2025 or 2026 then of course their name would also be included.

Polices and Procedures for approval – proposed by Cllr Gilbert, seconded by Cllr Lodge and unanimously **RESOLVED 26/011** that the following policies be adopted:-

- Publication Scheme
- Dignity at Work Policy
- Complaints Procedures
- Social Media and Electronic Communications Policy

Risk Management Policy - Proposed by Cllr Lodge, seconded by Cllr Mahoney and unanimously **RESOLVED 26/012** that the Risk Management Policy and Risk Assessment that were circulated prior to the meeting and reviewed be approved in preparation for the Internal Audit.

Civility and Respect Pledge

Proposed by Cllr Hughes, seconded by Cllr Mahoney and majority **RESOLVED 26/013** that the Parish Council wished to sign up to the Civility and Respect Pledge and agreed to all of the following statements:-

Statement	Tick to agree
Our council has agreed that it will treat all councillors, clerk and all employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.	✓
Our council has put in place a training programme for councillors and staff	✓
Our council has signed up to Code of Conduct for councillors	✓
Our council has good governance arrangements in place including, staff contracts, and a dignity at work policy.	✓
Our council will commit to seeking professional help in the early stages should civility and respect issues arise.	✓
Our council will commit to calling out bullying and harassment when if and when it happens.	✓
Our council will continue to learn from best practice in the sector and aspire to being a role model/champion council e.g., via the Local Council Award Scheme	✓
Our council supports the continued lobbying for the change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate.	✓

Asset Register for 2026 Proposed by Cllr Gilbert, seconded by Cllr Lodge and unanimously **RESOLVED 26/014** that the amended Asset Register be approved as circulated prior to the meeting.

Website the Clerk reported that she had added to the current website the Agenda and Minutes since April 2025, the AGAR and Financial Year End Reports for 2024-25, the Policies and Procedures that were in place and the members interests to allow the current website to be more legally compliant with the transparency requirements.

ACTION: JKE – to take over providing a new .gov.uk website from April.

ACTION: Give CTA Systems notice once precept has been received.

Christmas Illuminations - it was reported that following the disappointing failure of the tree wrapped illuminations in 2025 that quotes for a new set of wrapping should be sought. It was reported that the trees would need pruning back prior to them being re-wrapped.

ACTION: Get quotes to remove the lights and re-wrap three trees.

ACTION: Ask Helsby who they are using to supply the festive lights contractors.

ACTION: Ask CWaC to prune the trees ready for Christmas light wrapping.

Snowdrop Village – following a meeting between a resident and Cllrs Hughes & Gilbert it was reported that a bulb planting working party was taking place on Saturday 7th March where snowdrops that have been kindly donated by a resident were to be planted.

Parish Meeting – it was agreed that the Parish Meeting would take place on 15th April at 6.30pm

Items for inclusion on the agenda for the next meeting:-

The Clerk confirmed additional policies would be on the agenda for the next meeting.

NEXT MEETING

The next meeting will be the Parish Council Meeting and will take place on Wednesday 15th April 2026 at Alvanley Village Hall at 19.00hrs.

The meeting closed at 20.06

Signed:.....

Dated:.....