



MINUTES OF THE PARISH COUNCIL MEETING
HELD ON 15TH APRIL 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: 3

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 Lodge raised concerns that the Cricket Club flood lights are permanently switched on.

ACTION: Cllr Crowe undertook to speak to the Cricket Club to see if the sensor could be altered.

A resident raised that 6 Ardean Lea also have their external lights on throughout the evening.

Cllr Crowe reported on the update she had received in relation to the Commonside Former Landfill, Alvanley Contaminated Land Investigation under Part IIA Environmental Protection Act 1990 from Cheshire West and Chester Council.

ACTION: Cllr Crowe to ask if this could be forwarded to the Clerk of the Parish Council.

ACTION: Clerk to put it a link to the Cheshire West and Chester website regarding contamination.

Cllr Hughes reported upon the accident that took place on the morning of Monday 13th April where two people were killed on Manley Road. Fatalities are reported to CWaC – it was suggested that a site meeting be organised with CWaC highways once the investigation had been carried out to see if any improvements could be carried out.

ACTION: Clerk to approach CWaC for a site meeting once they have undertaken their investigations.

MINUTES

RESOLVED 26/014 that the Chairman signs, as a true and correct record, the minutes of the meeting held on 4th March 2026 proposed by Cllr Gilbert and seconded by Cllr Lodge and unanimously agreed.

ACTIONS (not otherwise on the agenda)

Verbal reports on the following issues were received:-

- Fingerpost – Helsby/Frodsham Road Junction – it was reported that following the fingerpost being

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damaged, this had been removed by a local business owner and stored for safe keeping. It was confirmed to the Parish Council meeting that the materials had been purchased to undertake the repair. Cllr Hughes had contacted Helsby Parish Council to see if they would be willing to pay for the painting of the Fingerpost sign within Helsby.

ACTION: The Parish Council to arrange for its reinstallation.

ACTION: Cllr Lodge meeting with decorators to obtain a quote.

- Wifi for Village Hall – Cllr Hughes confirmed the Village Hall have approved the installation of Starlink.
- Snowdrop Village – Cllr Hughes 3,500 bulbs have been planted opposite the cricket club corner. These were kindly donated by a resident.
- Community Litter Picking Event – Cllr Crowe reported that this event went very successful.
- Christmas Illuminations – Cllr Gilbert suggested that rather than wrapping trees for 2026 the Parish Council should explore the cost of uplighting them as this would not require the trees to be trimmed. Cllr Gilbert and Cllr Hughes are meeting with an electrician to discuss if the uplighting can be achieved and costings.
- Civility and Respect – it was reported that following the Parish Council's agreement to sign up to the Civility and Respect Pledge that this had now been undertaken and the Parish Council had received it's certificate of confirmation. **ACTION:** put certificate on the website.

MEETINGS ATTENDED

Cllr Hughes reported recent meeting with Chief Inspector Fegan – Chester LPU Commander that she had attended, within the meeting Chief Inspector Fegan provided an update on the neighbourhood policing and their strategy for the future including a commitment to become more visible and saving costs, improving performance, running mini policing schemes.

PLANNING

The Planning Register dated 01/04/2026 was accepted. It was noted that no changes to the Planning Register had been received in since the last meeting.

Cllr Hughes reported that she had highlighted some planning applications that no response seemed to have been logged with CWaC Planning Department, therefore the clerk had submitted the following response to consultations:-

24/02121/FUL – The Cedars Towers Lane, Alvanley, Frodsham WA6 OLG - Remodelling of existing dwelling (revised Description) the Parish Council wished to submit a response in **support** of this consultation.

25/02767/FUL – Cliff Farm, Commonsides, Alvanley, Frodsham WA6 9HA – Installation of 100 ground mounted solar photovoltaic panels (approx. 55.kWp) on land to provide renewable energy for the dwelling house – the Parish Council submitted a response in **support** of this consultation

It was also reported that it had come to the council's attention that a single temporary mobile home has been placed on the curtilage land at Greengate Farm at the top of Towers Lane. The Council undertook to monitor for 12 months whilst work on the main property was being undertaken.

FINANCIAL ITEMS

Cashbook

Proposed by Cllr Gilbert seconded by Cllr Mahoney and unanimously **RESOLVED 26/015** that the year-end cashbook dated 01/04/2026 be approved as a true and correct record.

Payments by Direct Debit – proposed by Cllr Gilbert, seconded by Cllr Lodge and unanimously **RESOLVED 26/016** to set up a Direct Debit for the payment of the Payroll Services for 2026-27.

Bank Reconciliation – RESOLVED 26/017 that the end of year bank reconciliation and bank statements dated 01/04/2026 were provided to the meeting, reviewed and accepted and were signed by Cllr Lodge
Proposed Cllr Hughes, Cllr Mahoney

Insurance – RESOLVED 26/018 to accept to pay £241.00 for Parish Council Insurance for 2026-27 provided by Zurich Town and Parish Council Insurance. ;proposed Gilbert, Seconded Cllr Lodge all in favour.

Payments for approval:-

Proposed by Cllr Gilbert, seconded by Cllr Crowe and unanimously RESOLVED 26/019 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
10/03/2026	HMRC VTR	£534.14	VAT Rebate
27/02/2026	Bank Interest	£2.44	Bank Interest - February
31/03/2026	Bank Interest	£1.80	Bank Interest - March
13/04/2026	Cheshire West and Chester Council	£11,102.00	Annual Precept Payment

Payments made since the last meeting - for noting

Date	Payable to	Net Amount	VAT	Gross Amount	Comment
24/03/2026	CHaLC	£105.00		£105.00	CHALC - Planning Training (Hughes)
07/04/2026	JKE Website Designs	£112.50	£22.50	£135.00	Website Design & Development - Deposit
05/04/2026	CTA Systems	£58.40	£11.68	£70.08	Website and Email Provision
20/04/2026	The Accounts Centre	£10.00	£2.00	£12.00	Payroll Services for April 2026

Payments not yet made - for approval

Payable to	Net Amount	VAT	Gross Amount	Comment
Clerk's Salary	£358.24	£0.00	£358.24	Payroll for Tax Period 1
HMRC	£94.00	£0.00	£94.00	PAYE Payment for Clerk - Tax Period 1
Clerk's Expenses	£56.32	£6.57	£62.89	Stationery, Mileage and contribution towards mobile phone
CHaLC	£166.80	£0.00	£166.80	Affiliation Fees for 2026-27
Mrs Kathryn Lloyd	£60.00	£0.00	£60.00	Internal Audit for 2025-26
Zurich Town and Parish Council Insurance	£241.00	£0.00	£241.00	Insurance Renewal for 2026-27

PARISH COUNCIL MATTERS

Policy Schedule – the Policy Schedule for 2026-27 was reviewed and it was proposed by Cllr Lodge and seconded by Cllr Mahoney and unanimously RESOLVED 26/020 agreed that the following policies would be reviewed prior to the next meeting by Cllr Gilbert and Cllr Hughes and recommendations be brought to the next meeting:-

Dignity at Work

Privacy Policy

Disciplinary Procedures

Financial Process

Polices for approval – proposed by Cllr Gilbert, seconded by Cllr Mahoney and unanimously **RESOLVED 26/021** that the following policies be adopted:-

Bio-diversity Policy

Community Engagement policy

Co-option Policy and Procedures

Data Retention Schedule

Equality and Diversity Policy

Financial Regulations

IT Policy

Training Policy – Cllr Gilbert highlighted to all Parish Councillors the section in the policy which states:-

Certain training is encourage for all councillors and staff to carry out at the start of their role, including Code of Conduct, induction training, GDPR, and financial governance training and also periodically (every four years) throughout their term of office to ensure they are kept up-to-date with any changes.

Any Parish Councillors not wishing to undertake training will be asked not to represent the Parish Council on external committees.

Parish Councillor Training – the Clerk provided to the meeting Training Log of all training she believed had been carried out by Parish Councillors and ask them to confirm if it was accurate.

The Clerk also provided a copy of CHaLC Training Schedule and sought confirmation if any Councillors wished to undertake any training. She highlighted that following the adoption of the Training Policy that it was 'good practice' for all Parish Councillors to undertake Code of Conduct Training and according to the training log no Parish Councillor had yet carried out this training since the last election.

Cllr Hughes wished to undertake the Finance for Councillors training subject to budget being available.

Roles and Responsibilities – the clerk circulated around the Parish Council a list of roles and responsibilities that she believed the Parish Councillors undertook and asked for confirmation that there were no other roles and responsibilities that she was not aware of. Following confirmation the clerk sought confirmation that these roles and responsibilities be approved for 2026-27 it was therefore, proposed by Cllr Mahoney, seconded by Cllr Crowe and unanimously **RESOLVED 26/022** that the roles and responsibilities for 2026-27 be agreed as:-

Bank signatories – Cllr Hughes, Cllr Gilbert

Communications – Church Newsletter – Cllr Crowe

Parish Council Newsletter – Cllr Gilbert

Alvanley and Manley Primary School – Governor - Cllr Crowe

Litterpicking – Cllr Crowe

Planning - All Parish Councillors

Sandstone Ward Meeting – Cllr Hughes

Website Lead – Cllr Mahoney

Annual Report for 2025-26 Proposed by Cllr Lodge, seconded by Cllr Crowe and unanimously **RESOLVED 26/023** that the Annual Report for 2025-26 circulated around the Parish Councillors be approved and included on the website.

Website the Clerk reported that she had spoken with the current website provider and confirmed in writing that the Parish Council did not wish to continue after July 2026 with this website.

The Clerk also reported that the deposit had been paid to JKE Website Designs for the setting up of the new

.gov.uk website. She proposed that a working group be created to review the website once the basic design had been agreed. It was therefore agreed that Cllr Mahoney, Gilbert and Hughes sit on the working group to review the website. The clerk undertook to arrange a working group meeting in between Parish Council meetings. Proposed by Cllr Mahoney and seconded

ACTION: Clerk to arrange a Working Group meeting to review the draft website design.

Letter of Thanks – Cllr Crowe suggested that a letter of thanks be sent to CWaC following the resurfacing of Burrow Lane. Proposed Cllr Crowe seconded This was unanimously agreed.

ACTION: Cllr Gilbert undertook to draft letter.

ACTION: Clerk to send letter on Parish Councils behalf.

Share Drive – Cllr Gilbert reported that he believed a 'Shared Drive' for all Parish Councillors where information could be stored and shared would be useful. It was therefore agreed that once the new emails had been set up a 'Shared Drive' be created.

ACTION: review once the Website is up and running to see if this would be needed.

NALC Bronze Award - the Local Council Award Scheme criteria had been shared around the Parish Councillors prior to the meeting. The Parish Council agreed that once the new website had been created that the Parish Council should apply for this award.

One resident left the meeting.

Co-option – Cllr Hughes reported that an application for Co-option onto the Parish Council had been received from Mr John Wright. The Clerk confirmed that Mr Wright had completed the Co-option application confirming he met the legal criteria to become a Parish Councillor. It was therefore proposed by Cllr Hughes, seconded by Cllr Crowe and unanimously **RESOLVED 26/024** that Mr Wright be accepted as a Parish Councillor until May 2027.

One resident joined the meeting.

Mr Wright completed his Members Interests form and signed his Declaration of Acceptance of Office.

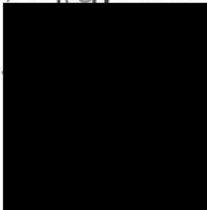
Items for inclusion on the agenda for the next meeting:-

Update Policies

Cllr Lodge sent her apologies for next meeting.

NEXT MEETING

The next meeting will be the Annual meeting of the Parish Council and will take place on Wednesday 20th May 2026 at Alvanley Village Hall at 19.00hrs.

Signed:..........

The meeting closed at 20.04
Dated:.....*20th May 2026*.....