



MINUTES OF THE ANNUAL (FIRST) MEETING OF ALVANLEY PARISH COUNCIL HELD ON 20th MAY 2026 AT 19.00HRS AT ALVANLEY VILLAGE HALL

In Attendance:

Cllr B Crowe
Cllr D Gilbert
Cllr J Hughes (Chair)
Cllr A Mahoney

Cllr J Wright
Clerk: Mrs T Ryall-Harvey
Cllr H Deynem (Ward Councillor)
Members of the Public: 0

ELECTION OF CHAIR AND VICE-CHAIR

RESOLVED 26/024 – that Jeanette Hughes be elected as Chairperson for 2026-27, proposed by Cllr Gilbert, seconded by Cllr Wright and unanimously agreed.

RESOLVED 26/025 – that David Gilbert be elected as Vice-Chairperson for 2026-27, proposed by Cllr Hughes seconded by Cllr Mahoney and unanimously agreed.

Cllr Hughes and Gilbert signed their acceptance of office.

APOLOGIES: Apologies were received and accepted from Cllr H Lodge due to a work commitment.

DECLARATION OF DISCLOSABLE INTERESTS –

Nothing reported.

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 Deynem reported that planning is currently a very contentious issue for him, with him receiving the majority of emails relating to planning issues from constituents along with highways issues. He reported that recently another parish council local to Alvanley had requested that a planning application be called in due to is being contentious and have a lot of locals opposing it. Unfortunately, this request was refused by the head of the planning committee on advice from the planning officers, Cllr Deynem felt this was a change by CWaC and had concerns about the opportunity for transparency and giving residents their democratic right to speak, he would be following this up with CWaC.

Cllr Deynem also reported about PIP "Planning in principle" applications that were being received in more recently, this was originally designed to speed up the developers ability to seek finance on a site before full planning application has been achieved, however it was more recently being used by the landowner to seek planning in principle without putting full detailed plans in before they sold the land.

MINUTES

RESOLVED 26/026 that the Chairman signs, as a true and correct record, the minutes of the meeting held on 15th April 2026 proposed by Cllr Gilbert and seconded by Cllr Mahoney.

ACTIONS (not otherwise on the agenda)

Verbal reports on the following issues were received:-

Cheshire Railings repair by CWaC – Commonside Crossroads – It was proposed by Cllr Wright, seconded by Cllr Gilbert and **RESOLVED 26/027** that the Parish Council would write to CWaC to find out when these will be repaired.

- Fingerpost – Helsby/Frodsham Road Junction – it was reported that a quote for the fingerpost painting and milestone in Alvanley had been received in and the clerk was obtaining further quotes.
- It was reported to the meeting that Helsby Parish Council seemed to be reluctant to contribute towards the painting of the fingerpost on Bates Lane due to it being owned by CWaC and not being their asset.

ACTION: The Parish Council to arrange for the reinstallation of the fingerpost on junction of Frodsham Road and Helsby Road.

- Christmas Illuminations – Cllr Gilbert and Cllr Hughes had recently met with an electrician to obtain quotes to up light the trees in Alvanley that had been previously wrapped. Cllr Gilbert reported that the electrician had concerns about the lights being stolen if set on the ground and therefore was looking at options to adapt the lighting to allow them to be fitted into the trees and lighting to be cast both up and down.

It was agreed that the Clerk should explore applying for a Marshes Community Benefit Grant to assist in the funding of the Christmas Illuminations and the Fingerpost Painting once quotes had been received in. Lights are still attached to the lighting column – double check if the lights are still live – and report that the streetlight is not working.

- Wifi for Village Hall – Cllr Wright reported that Starlink was supposed to be installed wifi week commencing 18th May.

MEETINGS ATTENDED

School Governors link meeting at Early Years – Cllr Crowe reported on a School Governors Early Years link meeting she had attended earlier in the day.

Installation of the new Vicar for the Parishes of Alvanley, Crowton, Kingsley, Manley and Norley – Cllr Hughes as Chair of the Parish Council reported that she was invited to attend the installation of the new vicar on 12th May 2025 which she attended and welcomed the new vicar, Revd Margaret Byrne.

Manley Parish Meeting – Cllr Hughes reported that she had been invited to attend the recent Parish Meeting on 6th May for Manley.

PLANNING

The Planning Register dated 01/05/2026 was accepted.

The following planning consultation had been received since the last meeting:-

26/00974/FUL - Birches Farm, Manley Road, Alvanley, Frodsham WA6 9DD - Erection of temporary agricultural worker's dwelling. This application was discussed at the meeting and it was agreed that the Parish Council wished to submit a response in support of this consultation as it was a young family who are looking set up a calf rearing business utilising the existing land and buildings and therefore need to be on site.

Proposed by Cllr J Wright, seconded Cllr B Crowe and unanimously **RESOLVED 26/028** that this application be support.

The following planning consultation had been noted but not consulted on:-

26/01398/AGR - Land At Commonside, Alvanley, Frodsham – Erection of an agricultural storage building with open high bay area for high cab tractor storage and storage deck over part of main building. It was noted that the Parish Council had not yet been consulted on this planning consultation, but it was proposed that the Parish Council support this application should they be consulted on.

Cllr Deynem left the meeting.

AUDIT 2025-26

The Clerk provided the meeting with information with regards to the finances for 2025-26.

- Summary Pack – the Parish Council received and noted the end of year financial summary pack that had been circulated.
- Certificate of Exemption – it was proposed by Cllr Gilbert, seconded by Cllr Wright and **RESOLVED 26/029** that the Council sign the Certificate of Exemption certifying that during the financial year 2025-26, the higher of the authority's total gross income for the year or the total gross annual expenditure, for the year did not exceed £25,000.
- Internal Audit Report – The council noted the report dated 11th April 2026 from the Internal Auditor.
- Governance Statement - it was proposed by Cllr Gilbert, seconded by Cllr Wright and **RESOLVED 26/030** that the Council reviewed and completed all points on the Governance Statement, Section 1 of the Annual Governance and Accountability Return (AGAR) 2025-26.
- Accounting Statement proposed Cllr Mahoney, seconded by Cllr Wright and **RESOLVED 26/031** that the Council agree and sign the accounting statement of the AGAR 2025-26.
- Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return – proposed Cllr Gilbert, seconded Cllr Crowe and **RESOLVED 26/032** – that the Council accept the notice period of 3rd June to 14th July for the Notice of Public Rights and agrees to it's signing and publishing.

FINANCIAL ITEMS

Cashbook

Proposed by Cllr Gilbert, seconded by Cllr Wright and **RESOLVED 26/033** that the year-to-date cashbook dated 05/05/2026 be approved as a true and correct record.

Payments between meetings

Proposed by Cllr Mahoney, seconded by Cllr Wright and **RESOLVED 26/034** to accept that the Clerk is authorised to make payments in between meetings for the following categories and in-line with the budget:-

Salary & HMRC Payments, Clerk's Equipment, Admin and Expenses, Training, Payroll Services, Internal Audit, Website, Room Hire, CHALC Membership & Other Memberships, Data Protection Fees PPE for Events and Councillors.

Internal Auditor Recommendations and Actions

- The Council needs to ensure that all invoices and remittance advice notes are retained for inspection by auditors and/or HMRC -*this was noted.*
- There is no evidence that Councillors are considering the implications of Assertion 10 in the Annual Accounting Statement and plans need to be put in place to move towards a more secure email and website -*The Parish Council confirmed that a .gov.uk website was currently being set up.*
- There is a comprehensive strategic plan in place on the website which shows ambitious performance indicators for the council which is promising – this was noted.
- I have also noted the Financial Processes on the website which demonstrate an awareness by Councillors of their responsibilities – this was noted.

It was requested by the Parish Council that the clerk seek clarification as to what Key Governance Review documents they were looking to evidence so that this could be provided for future audits.

Proposed by Cllr Wright, seconded Cllr Crowe and **RESOLVED 26/035** to accept the comments and recommendations provided by the Internal Auditor for 2025-26.

Poppy Wreath and Lamp-post Poppies

It was proposed by Cllr Wright and seconded by Cllr Mahoney that a Poppy Wreath be purchased at a cost of £25.00 and 25 lamp-post poppies at a cost of £75.00 for Remembrance Sunday in November. **RESOLVED 26/036.**

Parish Council Debit Card

It was proposed by Cllr Mahoney and seconded Cllr Crowe and unanimously **RESOLVED 26/037** that the Clerk explore moving the Parish Council's bank account Lloyds bank and apply for a bank card for single purchases items under the value of £500 (as per financial regulation 8.1).

Bank Reconciliation – it was proposed by Cllr Mahoney, seconded by Cllr Wright and **RESOLVED 26/038** that the year to date bank reconciliation and bank statements dated 01/05/2026 that were provided to the meeting, reviewed and accepted, were signed by Cllr Wright.

Payments for approval:-

Proposed by Cllr Mahoney seconded by Cllr Wright and unanimously **RESOLVED 26/039** 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

31/04/2026	Bank Interest	£4.79	Bank Interest for April

Payments made since the last meeting - for noting

Date	Payable to	Net Amount	VAT	Gross Amount	Comment
01/05/2026	CTA IT Solutions Ltd	£57.45	£11.68	£70.08	Domain, Emails and Hosting

Payments not yet made - for approval

Payable to	Net Amount	VAT	Gross Amount	Comment
The Accounts Centre	£10.00	£2.00	£12.00	Payroll Services for April
JKE Web Design	£337.50	£67.50	£405.00	Web design and Development – Final Payment
The Accounts Centre	£10.00	£2.00	£12.00	Payroll Services for April
Clerk's Salary	£358.04	£0.00	£358.04	Payroll for Tax Period 2
Clerk's Expenses	£57.45	£0.00	£57.45	Clerk's Expenses
HMRC	£94.20	£0.00	£94.20	PAYE Payment for Clerk

PARISH COUNCIL MATTERS

Polices for approval – proposed by Cllr Wright, seconded by Cllr Crowe and unanimously **RESOLVED 26/040** that the following policies be adopted:-

- Privacy Policy
- Disciplinary Procedures
- Financial Processes
- Long Workers Policy (Councillors)

Councillor Induction Pack – proposed by Cllr Gilbert, seconded by Cllr Mahoney and unanimously **RESOLVED 26/041** that the Councillor Induction Pack be adopted and uploaded onto the Parish Council website.

Proposed New Projects for 2026 –

It was agreed to add a list of the current projects for 2026 on the website to share with

Strategic Plan - a draft Strategic Plan was included with the agenda pack for parish councillors comments. It was agreed to carry out working group to review the Strategic Plan and report to a future council meeting.

Website the Clerk reported that the new .gov.uk website was now up and running, with all information transferred over. The Clerk sought from parish councillors details of local community groups and facilities that she could include on the website.

Councillor Drop-in Sessions – It was suggested that the Parish Council carry out a quarterly drop-in session, to allow residents the opportunity to meet Parish Councillors, it was suggested that a two hours session in an evening, potentially in the White Lion could be organised. Cllr Crowe to ask if the Parish Council could utilise the White Lion for these drop-in sessions.

Co-option – It was reported that there were currently two vacancies and no application for co-option received by the clerk since the last meeting.

Training – Code of Conduct - following the last meeting it was proposed that Cllr Hughes attend a CHALC run Code of Conduct training at a cost of £25 and then Cllr Hughes and share the slides with all Parish Councillors e.

It was proposed Cllr Wright, seconded by Cllr Mahoney and **RESOLVED 26/042** that Cllr Hughes attend the Code of Conduct training and share the slides around the Parish Councillors.

Summer Bedding Plant x 3 planters – it was reported that the White Lion have replanted the 3 planters. The Parish Council thanked the White Lion for their continued support in doing this.

Items for inclusion on the agenda for the next meeting:-
Nothing raised.

NEXT MEETING

The next meeting will be held at the Parish Council and will take place on Wednesday 15th July 2026 at Alvanley Village Hall at 7.30pm.

Signed:.....
The meeting closed at 20.36
Dated: **15-07-2026**