



**Minutes of the Parish Council Meeting
held at the Methodist Church, Shropshire St, Audlem
Thursday 15th January at 7.00pm**

Present:

Councillors:

Phillip Baker
Tim Brooksbank
Simon Cornwall
Carl Dovey
David Jones
Ryan Jones
Paul Smart

Apologies:

Charles Cavill
David Lambourne

In Attendance:

Sarah Windridge (Clerk)
1 member of the public

25/26. 153 Apologies for absence

Apologies were received from Cllr Cavill and Cllr Lambourne

25/26. 154 Declarations of Interest

None were declared

25/26. 155 Requests for Dispensation

None received.

25/26. 156 Public Session

a) **Public Session**

No public session

Cllr Brooksbank raised the question about publicising the Parish Council meetings and Cllr Dovey confirmed that the meeting was advertised on the website, noticeboard, in the minutes and there is a list of meetings on the website. The Clerk is creating a Facebook page which should increase public awareness.

b) **Cheshire East Ward Councillor**

To receive any updates from Cheshire East Councillor, Councillor Rachel Bailey.

Cllr Bailey reported that Cheshire East is overspending by 30 million. There is a budget meeting set for the end of February which may change to March. The budget does have to be set by 11th March.

The Executive Director of Social care is covering for the Chief Executive who is off sick. There is an overspend. Highways has an underspend but this has gone to mitigate the current debt. Cllr Bailey is trying to get action on the worse defects on the roads in Audlem, but she is aware that there will not be improvements until the budget is set. PC just needs to ensure that the defects are listed on the TrACE system. This is particularly important in light of the situation at Baddington Bridge. Cllr Bailey is offering to walk the routes with Parish Councils and feels that the issues involving the bridge are an important issue as everyone can see the destruction on the roads. Cllr Bailey along with another ward Councillor, had an update from Highways in relation to the bridge, Baddington Bridge, because of its impact on highways, is one of 3 top priorities in Cheshire East. Currently the narrative is that Cheshire East are awaiting the options appraisal commissioned by Ringways. Cllr Bailey will be asking, once the report is completed, how will the works be funded? The message regarding the impact of Baddington Bridge needs to be coordinated between all Parishes as this impacts so many areas. Police will enforce action on HGVs that use the bridge illegally. Cllr Dovey expressed that he does not think that this is happening and Cllr Bailey agreed. Cllr Dovey asked whether the bridge will need to be rebuilt in the same way it was originally due to the historically listing, and Cllr Bailey confirmed that this will be part of the options appraisal.

Cllr Dovey asked whether a meeting could be arranged with all Parishes to enable people to work together. Cllr Bailey stated that if the police are willing to enforce HGV movements over the bridge, this will help, although there will still be an impact on the village. Local parishes including Hankelow, and Dodcott-cum-Wilkesley. could work together to communicate with the police and Cheshire East to help resolve this issue. Cllr Smart – with all the house building and increased traffic, surely there needs to be some risk assessment regarding this. CE needs to look at this from a strategic perspective. Cllr Bailey agreed with this.

Cllr Dovey suggested that Cllr Cornwall co-ordinates a meeting between the Parish Councils, with Cllr Bailey. Cllr Bailey stated that the Peacock roundabout is due to be closed between 9:30am and 3:30pm for at least 3 weeks which may impact traffic.

25/26. 157 Confirmation of Previous Minutes

It was **RESOLVED** to approve the Minutes of the Full Parish Council meeting held on Thursday 11th December 2025 as a true record of the meeting. The minutes were signed accordingly by the Chairman.

25/26. 158 Planning Applications

a) To consider responding to planning applications:

25/4231/ Full Planning

Site address: Bath Farm Bath Lane, Audlem, Crewe, Cheshire East, CW3 0BN

Development Proposal: Erection of agricultural building.

This application remains invalid and cannot be commented on.

RE: 25/4285/OUT Outline Planning

Site address: 13 Daisy Bank Crescent, Audlem, Crewe, Cheshire East, CW3 0HD

Development Proposal: Outline application with all matters reserved for division of 13 Daisy Bank into two parts

It was **RESOLVED** to **OBJECT** to the application as the proposed building is larger and more overpowering than the last application.

b) To review the status of planning applications

No updates have been received.

25/26. 159 Clerk Report

The Clerk read out the report which is attached to the minutes as Appendix A

Cllr Baker has been contacted by the Chair of Hankelow Parish Council regarding the Parish Council's experience of the community speed watch. Cllr D Jones will liaise with Cllr Baker to facilitate this.

The old laptop is to be retained by the Clerk to be used as back up hard drive or for the use of another Committee.

25/26. 160 Police Report

The Clerk read out the report which is attached to the minutes as Appendix B

25/26. 161 Bank Reconciliation

Members received a Bank reconciliation as of 31st December 2025.

Copies of the corresponding bank statement were circulated to members separately from the agenda, and hard copies of invoices/receipts were available for inspection at the meeting by members.

Members noted that as of the 31st December 2025 the bank account balance stood **at £82,200.51**

It was **RESOLVED** that the bank reconciliations for December 2025 be confirmed and these were signed by the Chair.

It was noted that the list of payments to be authorised at the December meeting totalled £9,733.55, yet the bank account balance has reduced by £13, 738.12. The discrepancy is due to the payment of the pre-approved invoice for the update to the CCTV system.

The bank reconciliation is attached to the minutes as appendix C

25/26. 162 Accounts update and recommendations from Finance Committee

The minutes of the Finance Committee meeting are attached to the minutes as appendix D

Cllr Brooksbank reported the following recommendations:

A budget reconciliation will be carried out at the February Finance Committee meeting. The proposed money for the monument will be carried over to the next financial year as an accrual.

The interest rate gone down and it was agreed that it was not worthwhile looking for another savings account due to the nominal amount.

The Lengthsman's job role should be added to the Parish Council meeting agenda for further discussion regarding advertising.

When an order is raised, this will be added to the Parish Council budget in the forecast column.

The Clerk should create / review a policy on use of preferred contractors for minor works.

25/26. 163 Budget Review

The budget has been circulated and reviewed by Councillors. The budget is attached as appendix E.

25/26. 164 Payments for Approval

It was **RESOLVED** to approve payments for invoices at a total of £20,015.55

The list of payments is attached to the minutes as appendix F.

25/26. 165 Audit

Cllr Baker suggested that the internal auditor should not be appointed until a later meeting. This is to allow the Finance Committee time to collect information required to ensure the accounts are as accurate as possible.

25/26. 166 Turnpike Field (TPF)

a) Update on TPF Management plan

i. Ponds

No update

ii. Footpaths

It has been agreed where the FP 26 footpath is on the historical map. Rights of Way agree with the proposed new position of the footpath, although Cheshire East cannot finance the move of the footpath. Cllr R Jones has asked if this can be put on the agenda for next month so that the location can be confirmed.

iii. Drainage

No update

Cllr R Jones has met with Cheshire Wildlife Trust regarding plans and funding for the ponds and wildlife meadow. Biodiversity tests have been carried out. Cheshire Wildlife Trust has suggested that the best location for a wildlife meadow would be at the top of field where the oak trees are. Cllr R Jones has identified that this area could lend itself to a picnic area as well as an area for outdoor furniture.

Cllr R Jones has been liaising with the Environmental Agency. They are happy with proposed plans, and the Canal and River Trust will be consulted regarding funding. Regarding the bridge, Cllr R Jones has been clearing this to make sure that there has been no flooding.

Cllr R Jones confirmed that there is a lot of work to be carried out on Turnpike Field, and suggested that once the Turnpike Field Volunteer working group terms of reference are confirmed, the Parish Council could start organising some jobs to be completed. Cllr R Jones would like to complete site visits and add further jobs to the management plan.

Cllr Dovey has been contacted by ASET, who would like to put a container on TPF to hold their equipment for events. Cllr R Jones and Cllr Dovey have suggested that the Parish Council might need a container as well. The only possible site could be at the entrance where the big sign is, on the scrub ground. This could be used for access for ASET, ADAS, and the Parish Council. The container could be olive green or clad in wood and the Parish Council would make sure it was tucked away as much as possible. Cllr Baker also asked whether planting could be done around the containers to hide them further.

Cllr D Jones asked whether there might be a security risk and Cllr Dovey confirmed that the contents of the containers would not be valuable, but mostly barriers and chairs etc. There would also be locks on the container doors.

Cllr Dovey confirmed that the containers will not be an issue regarding Fields in Trust as they are not permanent structures and do not require planning permission.

b) Update on future plans for TPF

i. Bike Track

The Councillors confirmed that they have all seen the proposals for the bike track and Cllr R Jones confirmed that the next stage is to set up a process to raise funds. Cllr R Jones has suggested that the Parish Council sets up a GoFundMe page.

Cllr Baker confirmed that to apply for a grant the Parish Council will prepare a three page long concept which includes the costs of the project and a background story. Cllr Baker will explore grant funding options, and Cllr R Jones will send all of the required information from Cllr R Jones.

Cllr R Jones confirmed that there are 2 options for the bike track. One is a mud based one which will cost approximately £40,000, there is also a metal and plastic one which is £80,000.

Cllr Baker asked whether the Parish Council can start with the £40,000 option and then add to this at a later date? Cllr R Jones confirmed that this is an option and also confirmed that the metal and plastic one will require much more upkeep and will need to be maintained every few years. The mud based option can be replaced if there is no interest. Cllr Brooksbank asked what the children in the village wanted and Cllr R Jones stated that they would like both, but the mud track would be a good place to start. Cllr R Jones also suggested that Fields in Trist could be contacted to enquire as to whether they could help to fund this.

A vote was held and it was unanimously RESOLVED to look into funding options for £40,000 for the mud bike track.

ii. Community Engagement

Cllr R Jones asked the Clerk to contact all of the community groups regarding Turnpike Field, including the school. There are two tiers of community engagement that are required. The Parish Council needs to contact local groups, and then organise a public meeting, at which a strategic vision for the future of the field will be presented.

25/26. 167 Training

The following training courses are available for the Clerk:

Introduction to AI £40
Financial Year End prep £40

It was **RESOLVED** to approve £80 for the cost of training for the Clerk

25/26. 168 Correspondence

The correspondence list is attached as appendix G.

A new item of correspondence was received which will be discussed in part B of the meeting due to ongoing legal considerations.

25/26. 169 Parish Matters

a) Public Toilets

Repairs have been completed on the gentlemen's toilets. Slate grey has been chosen as the colour choice for the toilet redecoration.

Cllr Dovey is going to try and access the old honesty box in the toilet block.

There is a very small leak which is not as much as a problem as previously.

Cllr Baker pointed out that there is a potential trip hazard outside the toilet block as the paving stones are not even. These need taking up and a tarmac path laid. This will be looked at in next year's budget.

Cllrs Baker and Cornwall are looking at providing advertising boards at each end of the toilet block, to raise revenue.

b) CCTV

Cllr Baker reported that the system is in place and is working well. Only the police are permitted to access the footage. The CCTV policy will be updated to confirm procedures in place regarding the key to the cabinet and the use of the app which is used to operate the CCTV. The system is entirely under the operation of the police. **Action: Clerk to publish a news article on the new CCTV system. The suppliers of the CCTV system will provide signage.**

c) Monument repairs

Cllr Smart reported that Calibre metal works have been instructed to complete the repairs.

The payment terms are 50 percent upfront, 25 percent prior to delivery and 25 percent within 30 days of job completion.

The time to start is within 6 weeks. Cllr Smart confirmed that the road by the Buttermarket needs to be closed for half a day. Cllr Baker stated that this needs to be correctly risk assessed due to the chance of a possible accident. Cllr Cornwall confirmed that there is a community based course for traffic management and he knows someone who has completed this. Cllr Cornwall will complete a traffic management drawing and carry out a risk assessment. Cllr Cornwall also confirmed that the Parish Council needs to add signs at the entrance of road works and barriers.

Cllr Smart also confirmed that the electricity supply needs to be cut off before repairs commence.

25/26. 170 Highways Matters

Cllr Cornwall reported that he has checked over the grit bins and two need topping up. The status of grit bins will need to be monitored as the village expands.

Action- Clerk to report to Cheshire East.

Cllr Cornwall reported that the gully cleansing team were out on the roads. Several gulleys are still blocked around the village and Cllr Cornwall will report this on TrACE. Cllr Baker reported that the gulleys on Paddock Lane need doing desperately.

Cllr Cornwall stated that TrACE is so difficult to use and is very time consuming. Cllr Cornwall would like a dedicated page on the Parish Council website which will allow residents to report pot holes etc. The Parish Council will need to encourage residents to report Highways issues using the Parish Council website.

Cllr Cornwall reported that the 'wish list' of projects for the Active Travel Fund is 70-80% done. This will be completed by the next meeting, and the Parish Council will then will agree on the proposals for projects which could be financed with S106 payments.

The Cheshire East bus improvement plan has been sent through, and there is lots of funding to upgrade the bus shelters. The signs on bus shelters need updating and should be written in braille etc. Cllr Cornwall has taken photos and sent them to Cheshire East, asking for more lighting, upgrading of the signs, and new digital signs.

25/26. 171 Policies

It was **RESOLVED** to adopt the following policies:

Procurement Policy This has been updated to reflect amended amounts to Procurement Values, as outlined by Procurement Policy Note November 2025

Volunteer Group Terms of Reference

Policy on Use of Local Tradesmen for Small Remedial Works. This policy aligns with common practices in other parish councils, where low-value thresholds (often £500–£3,000) allow flexibility for striving towards best value without mandatory multiple quotes, while higher values require formal quotations. It ensures the Clerk can act efficiently for minor works while maintaining proper financial controls.

25/26. 172 Reports from Parish Councillors

Cllr Cavil attended the Burial Board meeting. There is currently nothing of note to report.

Cllr Cavil emailed the Clerk to request that, to raise the profile of the council in positive ways, perhaps we should have jackets/waistcoats that say Audlem Parish Council. **Action: Cllrs Dovey and Cornwall will research quotes for hi vis jackets and work gloves, and send these to the Clerk.**

25/173 Date of next meetings

The next meeting will be held on Thursday 12th February at 7pm.

Part A of the meeting was completed at 8:29pm.

25/26. 174 Exclusion of the Press and Public

It is considered in terms of Schedule 12A, Local Government Act 1972, that the following item(s) will be likely to disclose exempt information relating to the contractual and legal matters and it is therefore **RECOMMENDED that the Council RESOLVES that : pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960, the public and press be excluded.**

Part B

25/26. 175 Clerk Appraisal

This was completed prior to the meeting and the appraisal will be confirmed in writing.

25/26. 175 Lengthsman Recruitment

There have been no applications for the position. The Clerk will liaise with the Lengthsman regarding the end date of the employment. The Clerk is looking into alternative contractors to complete the work whilst the Parish Council is recruiting another Lengthsman.

The role will be advertised on Facebook via Audlem Life / Audlem online.

25/26. 168 (Part B) Correspondence

An item of correspondence was received confirming a meeting with Fields in Trust regarding the legal status of Turnpike Field.

It was **RESOLVED** that a draft statement outlining the position of the Parish Council regarding Fields in Trust would be drafted by the Clerk in collaboration with Councillors, circulated to Council and presented to Fields In Trust ahead of the meeting.

The meeting was completed at 8:49pm.

Appendix A

Clerk report January 2026

1. The Clerk met with PCSO Nick Jarvis and completed a Data Protection Impact Assessment on the CCTV. When this has been finalised it will be published on the website and the CCTV policy will be updated. The asset register and insurance details have been updated. There is no increase in the insurance premium.
2. The new website has gone live and the domains will be updated shortly so that the old website will link to the new one.
3. The Clerk has purchased a new laptop and data has been transferred from the old laptop. The asset register has been updated.
4. The Clerk has written to Cheshire East to raise a complaint about the lack of gritting through the village, and to request more grit bins, and is awaiting a response.
5. Police update:
The officer in the case has made contact and spoken to the CPS lawyer. The time limit for her to review this case is overdue and she has apologised for this. This case is next on her list to review but could be superseded by cases which have people in custody and require a more timely decision. This is accepted by the police but DCI David Worthington will hold CPS to account to the service level agreement and escalate when appropriate. The lawyer is hopeful to review after next week and to have this completed by the end of the month at latest. She has highlighted that due to this being a possible conspiracy / misconduct in a public office, she will need to go through her manager.
6. Speed Watch update:
In December 2025, we recorded 27 vehicles exceeding the speed limit as they entered and left Audlem. Due to the weather conditions, we haven't been able to conduct as many SpeedWatch sessions as we had planned. We are still seeking more volunteers; the more volunteers we have, the more effective we can be in educating drivers to observe the speed limit when entering the village. If anyone would like to volunteer, please contact the Parish Clerk.
7. Policies update

Procurement Policy: This has been updated to reflect amended amounts to Procurement Values, as outlined by Procurement Policy Note November 2025
8. Website report

The new website has been created and is now live. The Clerk is arranging for the domain name to be transferred so that the old website link will forward automatically to the new website. The Parish Council will keep the .co.uk domain with ThenMedia until we are fully set up with new mailboxes. This will keep the old mailboxes active during the crossover period. During the crossover period, councillors will need to go through your inboxes and backup any messages. When this is complete, the .co.uk domain will be transferred to the new domain manager. Once complete, Then Media will terminate the Parish contract with them which will permanently delete the old website and .co.uk mailboxes. The Clerk is still transferring data from the old website to the new website.

The hosting fee for the .co.uk would be £11.88 + VAT per year.

The Clerk is liaising with the new provider regarding online storage, although this is something that they are still developing. Techmedia has advised the Clerk sharing documents via google drive is the easiest and most secure way to share data.

Appendix B Police Report January 2026

There is nothing of note to report over the past month or so.

We have had no reported incidents with youths causing anti-social behaviour. We have engaged with a number of them usually found at the top of the stairwell to the gym, we asked them to pick up litter which they did.

The Christmas/New Year drink driving campaign has gone well with a number of arrests in the Crewe and Nantwich area but pleased to report nothing from Audlem.

Officers attended the Christmas Light switch on with no problems.

Residents have aired their concerns about the higher volume of HGVs coming through the village due to the weight restriction and diversions at Baddington Bridge. There is very little we can do about this except monitoring speed and check parking around the village to avoid obstructions.

A number of minor road traffic collisions around the village with no injuries.

During the cold weather we would ask residents to check on elderly and vulnerable neighbours to make sure that they are ok.

Appendix C Bank Reconciliation

Audlem Parish Council

Prepared by: _____
 Name and Role (Clerk/RFO etc)

Date: _____

Approved by: _____
 Name and Role (RFO/Chair of Finance etc)

Date: _____

Bank Reconciliation at 31/12/2025			
	Cash in Hand 01/04/2025		48,489.36
	ADD Receipts 01/04/2025 - 31/12/2025		96,163.01
	SUBTRACT Payments 01/04/2025 - 31/12/2025		144,652.37
A	Cash in Hand 31/12/2025 (per Cash Book)		62,451.86
			82,200.51
	Cash in hand per Bank Statements		
	Petty Cash 31/12/2025	0.00	
	Lloyds Bank 31/12/2025	45,150.31	
	Hinckley and Rugby Building Socie 21/12/2025	37,050.20	
			82,200.51
	Less unpresented payments		
	Plus unpresented receipts		
B	Adjusted Bank Balance		82,200.51
	A = B Checks out OK		

BUSINESS ACCOUNT

01 December 2025 to 31 December 2025

Money In	£0.00	Balance on 01 December 2025	£58,822.43
Money Out	£13,738.12	Balance on 31 December 2025	£45,150.31

Society : 1 Hinckley & Rugby Building Soc: Branch : Nuneaton

Account No : 15040064598

A/C Type : LOCEAS Council Easy

Audlem Parish Council

B/F	37050.20	Cap	37050.20	Pass	0.00	Clr	37050.20
O/S	37050.20	True	37057.31	FInt	648.38	Avl	0.00

Date	Tran	PM	Source	Cur.	Credit	Debit	Interest	Balance	O/S	Reference
-DEC-25	CI	A	B001	#				37050.20	Crediting	Charging
-DEC-25	SSY	A	B001	#				37050.20	Society	Year End
3-NOV-25	CAP	A	B001	#	50.20			37050.20	Capitalisation	
3-NOV-25	R	FP	B001	#	36000.00			37000.00	15040064598	
3-OCT-25	R	FP	B001	#	1000.00			1000.00	15040064598	

135	01/12/2025	Lloyds Bank	Accounts Software	Accounting Software	Scribe	-55.00	-11.00	-66.00	95,872.63	31/12/2025
136	08/12/2025	Lloyds Bank	Printer Cartridges	Printer Cartridges	Asda	-10.83	-2.17	-13.00	95,859.63	31/12/2025
137	11/12/2025	Lloyds Bank	Pension	Pension Contributions	NEST	-97.71		-97.71	95,761.92	31/12/2025
139	12/12/2025	Lloyds Bank	Room Hire	Room hire	Audlem Methodist Ch.	-25.00		-25.00	95,736.92	31/12/2025
140	12/12/2025	Lloyds Bank	Room Hire	Room hire	Audlem Methodist Ch.	-40.00		-40.00	95,696.92	31/12/2025
146	12/12/2025	Lloyds Bank	Website hosting/do	website and domain names	ThenMedia	-52.50	-10.50	-63.00	95,633.92	31/12/2025
138	12/12/2025	Lloyds Bank	Cleaning Contract	Toilet Block Cleaning	3 Counties Cleaning	-390.00		-390.00	95,243.92	31/12/2025
142	12/12/2025	Lloyds Bank	Repairs and Renew	Bin Liners	Glasdon	-607.50	-121.50	-729.00	94,514.92	31/12/2025
143	12/12/2025	Lloyds Bank	Lengthsman salary	Lengthsman Salary	Lengthsman	-437.57		-437.57	94,077.35	31/12/2025
144	12/12/2025	Lloyds Bank	Clerk Salary	Clerk Salary	Sarah Windridge	-1,608.80		-1,608.80	92,468.55	31/12/2025
145	12/12/2025	Lloyds Bank	Chair's Allowance	Flowers D Jones	Flower Divas	-30.00		-30.00	92,438.55	31/12/2025
147	12/12/2025	Lloyds Bank	Grass/hedge cuttin	Grass/hedge cutting	Tony Seabridge Grou	-365.00	-73.00	-438.00	92,000.55	31/12/2025
141	12/12/2025	Lloyds Bank	Miscellaneous	Tech Support payment to ChALC	ChALC	-139.20		-139.20	91,861.35	31/12/2025
148	16/12/2025	Lloyds Bank	Benches	Public Bench	Broxap	-4,835.00	-967.00	-5,802.00	86,059.35	31/12/2025
149	17/12/2025	Lloyds Bank	Electricity	Electricity to toilet block	EDF Energy	-82.85	-4.14	-86.99	85,972.36	31/12/2025
150	19/12/2025	Lloyds Bank	Bank Charges	Bank Charge	Lloyds Bank	-8.50		-8.50	85,963.86	31/12/2025
153	20/12/2025	Lloyds Bank	Website hosting/do	website and domain names	Hugo Fox	-17.49	-3.50	-20.99	85,942.87	31/12/2025
151	23/12/2025	Lloyds Bank	Security	CCTV Supply and Installation	EPG Security Systems	-2,805.00	-561.00	-3,366.00	82,576.87	31/12/2025
152	23/12/2025	Lloyds Bank	Security	CCTV Supply and Installation	EPG Security Systems	-313.63	-62.73	-376.36	82,200.51	31/12/2025
CLOSING BALANCE						36,475.78	-2,764.63	33,711.15		

Appendix D

Minutes of Audlem Parish Council Finance Committee Meeting Tuesday 6th January via TEAMS

Present: Councillors Phillip Baker, Tim Brooksbank, Sarah Windridge (Parish Clerk)

1. The bank reconciliation for 31st December was reviewed.

2. Payments to be authorised were reviewed.

It was noted that there are two payments for website hosting (Hugo Fox and ThenMedia). This is due to the handover between the old website and the new one which the Clerk is working on and will not continue into the new financial year.

3. The December budget monitoring report was reviewed.

It was confirmed that, at the February Finance Committee meeting, the budget would be updated to reflect the remaining costs for the year. The current funds in the contingency budget will be moved to the Memorial fund.

4. Correspondence from Hinckley and Rugby Building Society

The Clerk has received notification that the interest rate on the Instant Access Savings Account has reduced from 1.75% to 1.65%. It was confirmed that the Parish Council would retain the Savings account as interest rates have dropped on all accounts.

5. Confirm quotations for goods and services

An invoice has been received for the Memorial repairs. The Clerk will liaise with Cllr Smart and full Council regarding the terms of payment. It was agreed to confirm which funds would be spent in this financial year and if any need to be carried over.

6. Confirm recommendations to Full Parish Council

The following recommendations will be presented to Full Council:

1. To add the Lengthsman's job role to the Parish Council meeting agenda for further discussion regarding advertising
2. To add the AGAR update to the Parish Council meeting agenda
3. When an order is raised, this will be added to the Parish Council budget in the forecast column
4. The Clerk should create / review a policy on use of preferred contractors for minor works

Appendix E

Monthly Budget Report

Receipts & Payments, as at 31.12.25					
Receipts	2025-26 Budget	Received	To be received	Difference	
Precept	£89,878.00	£89,878.00	£0.00	£0.00	
CIL	£0.00	£256.45	£0.00	£256.45	
CHALC	£0.00	£0.00	£0.00	£0.00	
Parish Compact	£0.00	£1,150.00	£0.00	£1,150.00	
VAT recovery	£1,700.00	£3,978.36	£0.00	£2,278.36	
Long Hill Moss	£630.00	£850.00	£0.00	£220.00	
Interest	£0.00	£50.20	£50.20	£50.20	
	£92,208.00	£96,163.01	£50.20	£3,955.01	
Payments	Budget 2025-26	Spent so far	Remainder	Forecast	Balance
Admin					
Room hire	£1,500.00	£565.00	£935.00	£600.00	£335.00
Printing	£588.00	£105.12	£482.88	£150.00	£332.88
Stationery	£150.00	£48.82	£101.18	£70.00	£31.18
Staff Training	£200.00	£0.00	£200.00	£200.00	£0.00
Postage	£150.00	£11.55	£138.45	£50.00	£88.45
Mobile phone	£240.00	£0.00	£240.00	£150.00	£90.00
Microsoft Family	£0.00	£0.00	£0.00	£55.00	-£55.00
Outsource Payroll	£340.00	£429.30	-£89.30	£146.50	-£235.80
Printer Paper	£40.00	£0.00	£40.00	£40.00	£0.00
Website hosting / domain	£900.00	£445.49	£454.51	£325.00	£129.51
Insurance	£5,000.00	£4,623.79	£376.21	£0.00	£376.21
Bank charges	£108.00	£76.50	£31.50	£31.50	£0.00
Accounts Software	£800.00	£547.50	£252.50	£252.50	£0.00
Misc.	£1,650.00	£139.20	£1,510.80	£0.00	£1,510.80
	£11,666.00	£6,992.27	£4,673.73	£2,070.50	£2,603.23

Conservation Area					
Grass cutting	£250.00	£0.00	£250.00	£250.00	£0.00
Tree Surgery	£0.00	£850.00	-£850.00	£850.00	-£850.00
	£250.00	£850.00	-£600.00	£1,100.00	-£850.00
Councillors					
Training	£400.00	£335.00	£65.00	£65.00	£0.00
Expenses	£200.00	£21.60	£178.40	£178.40	£0.00
Chair's Allowance	£150.00	£30.00	£120.00	£40.00	£80.00
	£750.00	£386.60	£363.40	£283.40	£80.00
Events					
Remembrance Service	£50.00	£24.57	£25.43	£50.00	£0.00
Annual Village Meeting	£200.00	£0.00	£200.00	£200.00	£0.00
Other Events	£200.00	£0.00	£200.00	£0.00	£0.00
	£450.00	£24.57	£425.43	£250.00	£0.00
Grants					
General grants	£2,662.98	£500.00	£2,162.98	£0.00	£2,162.98
Section 106	£0.00	£0.00	£0.00	£0.00	£0.00
Section 137	£3,337.02	£0.00	£3,337.02	£3,337.02	£3,337.02
	£6,000.00	£500.00	£5,500.00	£3,337.02	£5,500.00
Maintenance					
Repairs and Renewals	£2,500.00	£1,034.75	£1,465.25	£1,465.25	£0.00
Green Bin subscription	£0.00	£138.00	-£138.00	£0.00	-£138.00
Security (CCTV)		£3,118.63	-£3,118.63	£0.00	-£3,118.63
	£2,500.00	£4,291.38	£1,465.25	£1,465.25	-£3,256.63

Neighbourhood Plan	£2,000.00	£0.00	£2,000.00	£0.00	£2,000.00
	£2,000.00	£0.00	£2,000.00	£0.00	£2,000.00
Professional Services					
Audit fees	£450.00	£350.00	£100.00	£0.00	£100.00
Locum Fees	£2,000.00	£2,670.05	-£670.05	£0.00	-£670.05
	£2,450.00	£3,020.05	-£670.05	£0.00	-£570.05
Public Toilets					
Electricity	£1,000.00	£534.66	£465.34	£465.34	£0.00
Clinical Waste Collection	£1,440.00	£231.91	£1,208.09	£1,208.09	£0.00
Cleaning Contract	£5,000.00	£3,370.00	£1,630.00	£2,100.00	-£470.00
Water and waste	£1,300.00	£727.35	£572.65	£572.65	£0.00
Sanitary Supplies	£216.00	£224.43	-£8.43	£0.00	-£8.43
Repairs	£1,240.00	£420.00	£820.00	£820.00	£0.00
	£10,196.00	£5,508.35	£4,687.65	£5,166.08	-£478.43
PWLB Loan	£10,465.00	£5,231.83	£5,233.17	£5,233.17	£0.00
Staff Costs					
Clerk Salary	£17,000.00	£12,716.97	£4,283.03	£5,000.00	-£716.97
Lengthsman Salary	£6,500.00	£4,379.33	£2,120.67	£2,120.67	£0.00
HMRC	£6,750.00	£3,880.37	£2,869.63	£2,869.63	£0.00
Pension	£0.00	£526.73	-£526.73	£474.42	-£1,001.15
	£30,250.00	£21,503.40	£8,746.60	£10,464.72	-£1,718.12
Subscriptions					
ICO	£35.00	£0.00	£35.00	£35.00	£0.00
CHALC	£750.00	£702.78	£47.22	£750.00	£0.00
Cheshire Community Funds	£0.00	£50.00	-£50.00	£0.00	-£50.00
	£785.00	£752.78	£785.00	£785.00	-£50.00
Memorial Maintenance	£0.00	£0.00	£0.00	£14,000.00	-£14,000.00
Turnpike Field					
Field Maintenance	£8,000.00	£2,631.00	£5,369.00	£5,369.00	£0.00
Benches	£0.00	£4,835.00	£0.00	£5,000.00	-£5,000.00
Trees and Shrubs	£0.00	£0.00	£0.00	£0.00	£0.00
Arboricultural Consultants	£0.00	£0.00	£0.00	£0.00	£0.00
Planning Consultancy	£0.00	£0.00	£0.00	£0.00	£0.00
Tree works	£0.00	£0.00	£0.00	£0.00	£0.00
Legal Fees	£3,000.00	£750.00	£2,250.00	£0.00	£2,250.00
Grass / hedge cutting	£2,000.00	£1,290.00	£710.00	£413.00	£297.00
Planning	£0.00	£0.00	£0.00	£0.00	£0.00
Drone Photography	£0.00	£120.00	-£120.00	£0.00	-£120.00
Valuation Fees	£0.00	£0.00	£0.00	£0.00	£0.00
	£13,000.00	£9,626.00	£3,374.00	£10,782.00	-£2,573.00
VAT	£343.23	£2,764.63	£2,764.63	£343.00	£0.00
Contingency	£10,000.00	£0.00	£10,000.00	£10,000.00	
					£6,187.00
Total payments	£100,762.00	£61,451.86	£39,310.14	£54,937.14	
		£58,687.23			

Cashbook balance	£82,200.51		
Lloyds	£45,150.31		
Savings Account	£37,050.20		
	£82,200.51		
Opening balance on 01.04.2025	£47,489.36		
Anticipated total outgoings	£103,781.32		
Anticipated total income	£96,163.01		
Anticipated closing balance on 31.03.2026	£39,871.05		
Anticipated closing balance on 31.03.2026	£39,871.05		
Expected Income 2026-27	£97,101.95		
Expected Expenditure 2026-27	£91,392.00		
Anticipated closing balance on 31.03.2027	£45,581.00		
Meeting date: 15th January 2026			
Chairman signature.....			

Appendix F – List of payments

Payments to be authorised January 2026					
15/01/2026	£55.00	£11.00	£66.00	Scribe Accounts Subscription	Scribe (Starboard Systems) dd
15/01/2026	£427.67	£0.00	£427.67	Lengthsman Salary December	Michael Dolan
15/01/2026	£1,360.75	£0.00	£1,360.75	Clerk Salary January	Sarah Windridge
15/01/2026	£118.75	£0.00	£118.75	Pension November	NEST dd
15/01/2026	£99.38	£4.97	£104.35	EDF Energy electricity charges	EDF dd
12/12/2025	£375.00	£0.00	£375.00	Toilet Cleaning	3 Counties Cleaning
12/12/2025	£52.50	£10.50	£63.00	Email and domain hosting Then Media	Then Media
12/12/2025	£40.00	£0.00	£40.00	AMC Room hire PC meeting January	Audlem Methodist Church
12/12/2025	£132.44	£0.00	£132.44	Water Bill	Water Plus dd
12/12/2025	£19.99	£4.00	£23.99	Email and domain hosting Hugo Fox	Hugo Fox dd
15/01/2026	£40.00	£8.00	£48.00	Resite liner service	PHS
15/01/2026	£209.59	£41.92	£251.51	Sanitary supplies	PHS
15/01/2026	£330.00	£0.00	£330.00	Toilet block repairs	Tim Cottrel, Barn Associates
15/01/2026	£5,231.83	£0.00	£5,231.83	PWLB Loan (second payment)	PWLB
15/01/2026	£177.00	£0.00	£177.00	Set up costs for new Clerk Laptop	Techmedia
15/01/2026	£10.00	£0.00	£10.00	Top up for Clerk's phone	GiffGaff
15/01/2026	£10.83	£2.17	£13.00	Clerk Expenses, Printer Ink	Sarah Windridge
15/01/2026	£7,025.00	£1,405.00	£8,430.00	Monument repairs 50% materials	Calibre Metalwork
15/01/2026	£2,812.26	£0.00	£2,812.26	HMRC Tax and National Insurance	HMRC dd
	£18,527.99	£1,487.56	£20,015.55		
Meeting date				15th January 2026	
Chairman Signature				_____	
Clerk / RFO				_____	

Appendix G– Correspondence

1. Invitation to Cheshire East Online Town and Parish Network Meeting 20th January 2026 at 6pm, circulated to Councillors.
2. Cheshire Fire Authority will consider its budget and agree its council tax precept for 2026/2027 at its meeting on 11 February 2026. Before deciding what to do, the Authority is keen to understand what people think. You can have your say by completing our online survey:
[Cheshire Fire Precept survey 2026-27 \(opens in new window\)](#)
3. Policing precept 2026-27
Cheshire Police is keen to understand what people think about next year's Cheshire police budget. You can have your say by completing the online survey: [Policing Precept : Policing precept 2026-27](#)
This survey is open until 12 noon, Friday 23rd January.
4. Cheshire Day 2026 on 30th March
This year the theme is **Made in Cheshire**, a celebration of the people, places, and products that make our county unique. ChALC would like Parish Councils to submit any news items regarding what Parish Councils are doing to celebrate what makes Cheshire unique, by Friday 6th February 2026.
5. Letter from CPRE asking APC to join a 'Letter to England'
[Sign our Letter to England](#)
6. Cheshire East Online Town and Parish Network Meeting: 20th January at 6pm.
Karishma Chandaria - Head of Strategy, Policy and Performance at Cheshire East Council - will be talking about the Council's new Transformation and Improvement Delivery Plan 2025-27 which brings together all the Council's improvement and transformation plans and activity into one place
This will be a great opportunity to ask questions and discuss what the priorities in the plan mean for you locally. To register your interest in attending this online meeting email nikkiroberts@chalc.org.uk or sharonangus-crawshaw@chalc.org.uk by Monday 19 January 2026. A join the meeting link will then follow.
7. A letter has been received regarding the legal status of Turnpike Field. This will be discussed in part B of the meeting.