

Delamere & Oakmere Parish Council Meeting

MINUTES OF THE PARISH COUNCIL MEETING OF DELAMERE AND OAKMERE PARISH COUNCIL HELD ON MONDAY 15TH SEPTEMBER 2025 AT 7PM

Present: Councillor C Topping, Councillor A Bell, Councillor F Goodier, Councillor D Rutter, and newly coopted Councillor T Murray.

Also, present Clerk, Mrs J Monks.

Part 1, items to be considered in the presence of the press and public

1 Welcome and apologies for absence

The Chair of the Parish Council, Councillor C Topping welcomed everyone to the Parish Council meeting. Councillor J Edwards and Councillor H Dilliway-Nickson send their apologies for the meeting. Cheshire West and Chester Ward Councillor T Lush and Cheshire West and Chester Ward Councillor T Cooper sent their apologies for the meeting.

2 Member's Code of Conduct and declarations of interest

There were no declarations of interest.

3 Public Speaking Time

There were no members of the public present.

4 Update from United Utilities

The representatives from United Utilities were unable to attend the Parish Council meeting and the clerk had circulated an update for the attention of the Parish Councillors.

Councillor D Rutter stated that he was liaising with United Utilities for funding for a Christmas tree and for funding for other projects in the Parish.

5 United Utilities Road closures and funding

The clerk confirmed that she received no response from United Utilities regarding funding however looking online the clerk had circulated the details of the community fund.

6 Cooption of Parish Councillor

RESOLVED that;

Mrs. Tina Murray was co-opted onto the Parish Council for a seat in the Delamere ward. The clerk asked Mrs. T Murray to complete a declaration of interest form and sign an acceptance of office form.

The clerk confirmed that the declaration of interest form would have to be displayed on the Parish Council's website as this was a legal requirement.

The clerk would also set up an official email address for the new Parish Councillor and circulate the training schedule from Cheshire Association of Local Councils.

7 Minutes of the last Parish Council meeting

RESOLVED that;

The minutes of Delamere and Oakmere Parish Council on Monday 21st July 2025 were approved.

8 Progress Reports and Outstanding Items

The clerk confirmed that she had contacted Cheshire West and Chester Council, and the Public Rights of Way Officer has confirmed that their contractor will clear the path, FP7 which runs between the A556 and A51.

The clerk confirmed that after ordering and cancelling three replacement defibrillator pads that the pads at the community centre have now been installed.

The clerk confirmed that she had issued a letter to Forest England regarding the concerts on 30th July 2025 and the clerk had circulated the response to this for the attention of the Parish Councillors. The clerk confirmed that she had contacted the Licencing Department of Cheshire West and Chester Council, and they have confirmed that the premises licence issued to Delamere Forest does not expire.

The clerk confirmed that she had reported the closed pedestrian steps on Delamere Station to Network Rail. Network Rail confirmed that they have leased the station to Northern as such the clerk has submitted a complaint to Northern and the work has now been completed.

The clerk of Willington Parish Council has confirmed that the tribute to Roy Penk will be discussed at their Parish Council meeting on 23rd September 2025.

The clerk had circulated the reply from Cheshire Association of Local Councils with regards to the lease for the car park and advised that the Parish Council would need a solicitor.

The clerk had reported the visibility issues with regards to Delamere Station to Northern and they have confirmed that they will investigate this matter.

The clerk was asked to check when the defibrillator at Delamere community centre was last checked, and the clerk will circulate the login details for the circuit which shows the dates.

9 Planning

RESOLVED that;

The clerk was requested to ask for a Planning Officer to attend a Parish Council meeting.

The planning applications that had been received up to Monday 15th September 2025 were considered.

RESOLVED that;

No objections were to be made to 25/01012/FUL, Coronation Farm Station Road Delamere, Proposed widening and works to existing access.

10 Finance

The clerk reported that the current bank balances were as follows and bank statements showing these amounts were presented and signed by the Chair.

Bank account balance is £10,156.25 as at 31st July 2025.

Savings account balance is £25,212.52 as at 31st July 2025.

Income received; £44.00 advertising income and £72.29 interest on savings account.

Current Bank account balance is £9,622.04 as at 31st August 2025.

Savings account balance is £25,276.62 as at 31st August 2025.

Income received; £419.00 advertising income and £64.10 interest on savings account.

RESOLVED that;

the following payments be authorised;
July 2025 debit card payments are as follows;

First Train rescue	defibrillator pads	52.95	10.59	63.54 paid and then refunded as out of stock
Amazon	Hi Viz vests and First Aid kit	29.20	5.14	34.34
Defib shop	defibrillator pads	132.00	26.40	158.40
AGA print Ltd	printing for newsletter	498.39		498.39

August 2025 Payments are as follows;

Joanne Monks	Pay for August	588.92		588.92
Cheshire Pension Fund	Pension contributions for August	210.33		210.33
Joanne Monks	Clerk Expenses August	32.30		32.30
Amazon paid by Fiona Goodier	Hi Viz vests	15.72	3.14	18.86
Cheshire Community Action	Annual subscription	20.00		20.00
Simply signs	Banner for Summer event	69.00	13.80	82.80

September 2025 Payments are as follows;

Joanne Monks	Pay for Sept and backpay	703.04		703.04
Cheshire Pension Fund	Pension contributions for Sept	251.10		251.10
Joanne Monks	Clerk Expenses Sept	32.30		32.30
PKJ Littlejohn	External audit fee	210.00	42.00	252.00
Northwich Town Council	Frith Avenue tree felling	960.00	192.00	1,152.00
Cheshire Community Action	Emergency First Aid course	40.00		40.00
HMRC	Quarterly payment	604.47		604.47
Northwich Town Council	Little Wood boardwalk repairs	7,245.00	1,449.00	8,694.00

The clerk confirmed that Councillor A Bell, Councillor F Goodier, Councillor C Topping and Councillor H Dillway-Nickson were authorised to undertake the internet banking. The clerk will ask Councillor Dillway-Nickson to do the banking for October.

11 Village scene/Highways volunteer scheme

Councillor F Goodier reported that there were twelve volunteers for the last event and going forward the dates would be weather dependant. Councillor F Goodier will draft an article for the next edition of the newsletter regarding pride in your village project.

12 Christmas

The clerk confirmed that she had obtained a quote from Lighttech and the difference between the quote and the ringfenced earmarked funds from last year's donations was a deficit of £71.12. This shortfall would need to be taken from Parish Council funds.

RESOLVED that;

Lighttech are employed as contractors to install the Christmas lights at the cost of £980.00 plus VAT.

RESOLVED that;

Additional funds of up to £1,500 are approved for additional expenditure for the event/in case of emergency with any issues with the tree.

Councillor D Rutter will organise a tree, Councillor C Topping will organise requesting donations and Councillor F Goodier will liaise with the church who are holding their event on the same day/time in the community centre. The clerk will update a risk assessment for the tree. The church will be responsible for the indoor event.

The date for the switch on event is Saturday 22nd November 2025.

13 Little Wood

The clerk confirmed that Northwich Town Council has undertaken the grant work in Little Wood, and they have sent an invoice for £7245.00 plus VAT. The Parish Council has now received the funds from Tarmac and as such the invoice from Northwich Town Council can now be paid. As the grant is less than the original quote that was submitted, they will arrange for the partial refund of the third-party contribution.

The clerk confirmed that the Parish Council would have undertaken some publicity regarding the grant, and an article would be done for the next newsletter. The clerk was asked to contact Tarmac and confirm if a plaque would be sent before arranging a date for an opening ceremony.

14 Posters from Delamere School

Councillor C Topping will chase up a firm for quotes for posters.

15 A556 Chester Road, Oakmere speed limit changes

The clerk had asked the Highways Department of Cheshire West and Chester Council for an update on when the speed limit changes from 50mph to 40mph would be undertaken but as, yet she has not received any response. The clerk also confirmed that she had contacted Cheshire West and Chester Ward Councillor T Cooper but had not received any response.

RESOLVED that;

The Parish Council would submit a formal complaint to the Highways Department of Cheshire West and Chester Council.

16 Newsletter

The clerk confirmed that the printing costs were £498.39 and the total amount of the invoices for the advertising is £595.00 so the profit will be £96.61. All the invoices have been now paid.

Councillor A Bell is looking to produce the next newsletter before the Christmas switch on event in November.

17 Data Protection fee

RESOLVED that;

The amount of £52.00 was approved for the annual data protection fee.

18 Website accessibility

The clerk confirmed that there is a new audit requirement that all Parish Council's need to have a compliant website.

The clerk was asked to contact the website developer to see if the site was compliant and for them to provide a quote if work was required.

19 Bank Transfer

RESOLVED that;

The amount of £10,000 was transferred from the savings account to the current account to cover future ongoing payments.

20 External Audit report and certificate 2024/2025

The clerk confirmed that the external audit for 2024/2025 had been completed and the external auditor's certificate had been uploaded on the Parish Council's website.

The external auditors stated the following opinion;

External auditor's limited assurance opinion 2024/2025

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority; In the prior year the smaller authority was exempt from our review, thus we have not reviewed any evidence to support the prior year's comparatives on the AGAR.

RESOLVED that;

The external audit report was noted and the amount of £210.00 plus VAT was approved for the external auditor charge.

21 Filing cabinet owned by the Parish Council

RESOLVED that;

The clerk could dispose of the filing cabinet and remove it from the asset register.

22 Laptop

RESOLVED that;

A new laptop is required to be purchased as the current laptop no longer charges. The expenditure of up to £500 plus VAT was approved.

The old laptop will be removed from the asset register and the new laptop added on.

23 Update from Cheshire West and Chester Councillors

There were no Cheshire West and Chester Ward Councillors present.

24 Councillor's report and future agenda items

Councillor A Bell asked for access to update the Parish Council's website. The clerk will ask Councillor J Edwards to create a user ID for Councillor A Bell to do this.

Councillor T Murray reported that she is keen to encourage use of the website and Facebook for the Parish Council.

Councillor C Topping asked the clerk to put village signage on the agenda for the next Parish Council meeting and to contact Cotebook and enquire about the costs of their village signage.

The clerk was asked to put the summer event on the agenda for the next Parish Council meeting. Councillor F Goodier was thanked for organising the event.

Councillor F Goodier reported that the dog bin at Frith Avenue was old, rusty and required replacement. The clerk will submit a request to Cheshire West and Chester Council and put this as an agenda item for the next Parish Council meeting. A replacement dog bin has been requested under SC749689392.

Councillor D Rutter reported that he was organising a race night with funds to be donated to Delamere Community Centre and Air Ambulance on 27th September 2025.

25 Date and time of next meeting

The next Parish Council meeting is Monday 20th October 2025 at 7pm.

Part 2; contains confidential information and only Parish Councillors and the clerk were present.

26 National Pay agreement

This item has been removed as it was confidential.

Minutes of the monthly Parish meeting of Delamere and Oakmere Parish Council held on Monday 15th September 2025.

Chair signature.....Dated.....