

Delamere & Oakmere Parish Council Meeting

MINUTES OF THE PARISH COUNCIL MEETING OF DELAMERE AND OAKMERE PARISH COUNCIL HELD ON MONDAY 20TH OCTOBER 2025 AT 7PM

Present: Councillor C Topping, Councillor A Bell, Councillor F Goodier, Councillor J Edwards, Councillor D Rutter, Councillor T Murray and Councillor H Dilliway-Nickson.

Also, present Clerk, Mrs J Monks and three representatives from United Utilities and one member of the public.

1 Welcome and apologies for absence

The Chair of the Parish Council, Councillor D Rutter welcomed everyone to the Parish Council meeting.

2 Member's Code of Conduct and declarations of interest

There were no declarations of interest.

3 Public Speaking Time

A representative from United Utilities provided an update for the Parish Council with regards to the planned road closures. Abbey Lane was due to be closed from 10th November 2025 until 12th June 2026 and Norley Lane from 12th December 2025 to 27th March 2025. Hatchmere crossroads were due to be closed from 30th March 2025 to 9th June 2025 however all dates may be subject to change. United Utilities will continue to provide monthly updates and will continue the drop in sessions at the community Centre. Councillor D Rutter thanked United Utilities for purchasing a Christmas tree for the Parish Council for Delamere community center.

A member of the public addressed the Parish Council with regards to the noise and inconvenience of the road works planned by United Utilities.

4 Minutes of the last Parish Council meeting

RESOLVED that;

The minutes of Delamere and Oakmere Parish Council on Monday 15TH September 2025 were approved.

5 Progress Reports and Outstanding Items

Forestry England have confirmed that they have ordered bulbs for donation and planting by the Parish Council. Councillor D Rutter has collected them and they will be planted the weekend of 1st and 2nd November at various locations.

The clerk had circulated the response from the Head of the Planning Department of Cheshire West and Chester Council to all Parish Councillors regarding the request to attend the next Parish Council meeting. The Parish Council have been invited to join two meetings arranged in Tarvin and Kelsall.

The clerk of Willington Parish Council has confirmed that the tribute to Roy Penk was discussed at their Parish Council meeting on 23rd September 2025, Willington Parish Council are contacting the family to see what their preference is and will get back to the Parish Council.

The Visitor Experience Manager of Forestry England has suggested dates for a bi-annual meeting and the clerk was asked to confirm the date and time of this meeting.

6 Planning

There were no planning applications which had been received.

7 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.

Current Bank account balance is £4626.64 as at 30th September 2025.

Savings account balance is £25,347.53 as at 30th September 2025.

Income received; £88.00 advertising income, Tarmac grant of £7245.00, refund of overpayment of £51.51 and £70.91 interest on savings account.

RESOLVED that;

the following payments be authorised;

September 2025 debit card payments are as follows;

Information Commissioner Office	Data Protection Fee	52.00		52.00
Dell	Laptop	499.17	99.83	599.00

October 2025 Payments are as follows;

Joanne Monks	Pay for Oct	607.91
Cheshire Pension Fund	Pension contributions for Oct	217.13
Joanne Monks	Clerk Expenses Oct	36.25
HMRC	reminder of quarter two payment	51.26

8 Review of budget 2025/2026

RESOLVED that;

The budget was as follows;

Receipts			
	Budget	Actual (from 01.04.25 to 30.09.25)	Balance
Precept	17520	17520.00	0.00
Advertising Income	1500	864.00	636.00
other	287	8096.82	-7809.82
VAT reclaimed	690	702.88	-12.88
Community Infrastructure levy payment	0	0.00	0.00
Scottish Power	15	0.00	15.00
Net		27183.70	-27183.70
		0.00	0.00
Total Receipts	20012	27183.70	-7171.70

The breakdown for the 'other' income is as follows;

Interest from savings account £347.53

Refund from defib pads £140.28

Grant from Cheshire West and Chester Ward Councillors for summer event £312.50

Grant from Tarmac including refund of partial third party contribution £7296.51.

Payments	Budget 2025/2026	Actual (01.04.25 to 30.09.25 date)	Budget Balance
Clerk's salary inc HMRC and Pension	12000	6159.33	5840.67
Clerk expenses	400	193.80	206.20
Room Hire	300	137.50	162.50
Printing of Newsletter	1500	945.98	554.02
Cheshire Assoc of Local Councils subs	520	518.31	1.69
Footpath Society subs	8	8.00	0.00
Insurance	300	300.00	0.00
Training	100	40.00	60.00
Website & email	100	0.00	100.00
Contingencies	500	8153.30	-7653.30
Payroll Services	350	358.50	-8.50
Community Engagement	1000	0.00	1000.00
CWAC dog bin charge	364	0.00	364.00
Donations	1500	0.00	1500.00
Data Protection fee	50	52.00	-2.00
Cheshire Community Action subs	20	20.00	0.00
Community Infrastructure Levy (ER)		3075.09	-3075.09
Net Payments	20012.00	19961.81	50.19
VAT		2000.39	
Total Payments		21962.20	

Breakdown of the contingency expenditure is as follows;

David Rutter	Gift card for Derek Wheeler	200.00		200.00
Defib shop	replacement defibrator pads	63.95	12.79	76.74
Post Office	postage to Fiona Goodier	2.40		2.40
Michael Whittaker	DJ for summer event	200.00		200.00
Glamour events hire	games hire for summer event	179.00		179.00
First Train rescue	defibrillator pads	52.95	10.59	63.54
PKJ Littlejohn	External audit fee	210.00	42.00	252.00
Northwich Town Council	Little Wood boardwalk repairs	7,245.00	1,449.00	8,694.00

Please note that the two defibrillators pads taken from this budget were refunded as they could not supply them.

Breakdown of the Community Levy Infrastructure earmarked reserves is as follows;

Gary Hudson	work in Little Wood	1,000.00		1,000.00
NBB recycled	Bench	370.00	74.00	444.00
Amazon	Hi Viz vests and First Aid kit	29.20	5.14	34.34
Defib shop	defibrillator pads	132.00	26.40	158.40
Amazon paid by Fiona Goodier	Hi Viz vests	15.72	3.14	18.86
Simply signs	Banner for Summer event	69.00	13.80	82.80
Northwich Town Council	Frith Avenue tree felling	960.00	192.00	1,152.00
Dell	Laptop	499.17	99.83	599.00

9 Review of earmarked reserves

RESOLVED that;

The reserves were earmarked as follows;

Ear-Marked Reserves	Budget 2025/2026	Utilised Reserve
Contingencies (ER)	2283.89	0.00
New Homes Bonus Fund (ER)	13285.59	0.00
Community Infrastructure Levy (ER)	8334.31	3075.09
Xmas Fund (ER)	1000.00	0.00
Total	25752.67	3075.00

10 Old Laptop

RESOLVED that;

The clerk was requested to wipe and dispose of the old laptop.

11 Village scene/Highways volunteer scheme

Councillor F Goodier reported that there had been ten new volunteers at the last event and they had collected 15 bags of waste. Councillor F Goodier will contact the Highways Department of Cheshire West and Chester Council to arrange collection and liaise with them regarding the possibility of an A-Board to advertise the event.

All members of the public which had taken part were thanked by the Parish Council.

12 Christmas

Councillor D Rutter confirmed that United Utilities had agreed to purchase a tree and this would be delivered to Delamere community centre.

Councillor C Topping had contacted various companies requesting donations. The clerk was asked to chase up any response from L&Q and send an invoice for a donation to Forrester's.

RESOLVED that;

The risk assessment for the tree/switching on event was approved.

The clerk reported the following;

Xmas 2024 Total Income	3150.00
Xmas 2024 Total Expenditure	2301.12
Amount to be earmarked for 25/26	848.88
J&S donation	150
Lighttech estimate	980
Deficit difference	18.88

The only new sponsor for this year was United Utilities for the tree donation. Councillor C Topping will look at the banner and if necessary purchase a new banner.

RESOLVED that;

The expenditure of up to £200 plus VAT was approved for the purchase of a new banner if necessary.

Councillor F Goodier confirmed that the church will be running the event inside the community centre. Councillor F Goodier will purchase six tubs of sweets for Santa and provide a receipt of this to the clerk to be reimbursed from the previously agreed expenditure for the event.

The PA system from last year will also be available again for the event this year.

13 Little Wood

Councillor D Rutter confirmed that he was liaising with United Utilities with regards to further funding for works at Little Wood.

The clerk confirmed that the Parish Council had received a partial refund of £51.51 from the overpayment of the third-party contribution from Tarmac.

The clerk confirmed that she has received a plaque for Little Wood and that the plaque will need to be displayed and the clerk will need a photo of the plaque. Councillor D Rutter will display the plaque and send a photo to the clerk. Any press releases will need to be checked with Tarmac before issuing and an article was planned for the Spring edition of the newsletter.

14 Village signage

The clerk confirmed that the village signage that was installed by Cheshire West and Chester Council in 2024 had been £600 including installation. Utkinton and Cotebook Parish Council had confirmed that they had used a firm called Sign of the Times for purchase and a local contractor for installation.

The clerk was asked to put this as agenda item for the Parish Council meeting in January 2026.

15 Summer Event

The clerk was asked to put this as agenda item for the Parish Council meeting in January 2026.

16 Dog bin at Frith Avenue

The clerk confirmed that she had submitted a request to Cheshire West and Chester Council for a replacement dog bin however they have not actioned the report and stated that no action was required.

Councillor F Goodier will email a photo to the clerk and upon receipt of the photos the clerk will resubmit the request to Cheshire West and Chester Council.

17 Posters from Delamere School

The clerk was asked to put this as an agenda item for the Parish Council meeting in November.

18 Newsletter

RESOLVED that;

The expenditure of up to £650 was approved for the printing of the next edition of the newsletter.

19 Website accessibility

The clerk informed the Parish Council that there was a new audit requirement for the Parish Council to have a WCAG2.2AA Compliant Accessible Website.

The clerk confirmed that she had been in contact with the website developer and the quote for updating the website and making it compliant with the new legislation is in the region of £3,562.50 to £5,587.50. A new website would not resolve the issue because it was the content which needs to be accessible.

The guide says: Website accessibility - Where a smaller authority is subject to the requirements of website accessibility it does not have to buy a new website to comply with accessibility law if it places a disproportionate burden on the authority. At a minimum all authorities' websites must include an accessibility statement on their website and keep it under regular review. This statement should include reasons for not meeting accessibility requirements, ways to source alternative copies of non-accessible documents and a point of contact

RESOLVED that;

The Parish Council are aware of the new requirements to have a WCAG2.2AA Compliant Accessible Website. However the funds are not available at this time in order to upgrade the website. The clerk was asked to put the following statement onto the website;

The Parish Council are aware of the new legal requirement to have a WCAG2.2AA Compliant Accessible Website. This requirement was discussed at the Parish Council meeting on Monday 20th October 2025.

The Parish Council reviewed the costs of upgrading the existing website and cost of purchase of a new website. The Parish Council decision was this was not a cost which could be paid for at this time as this would place a disproportionate burden on the Parish Council at this time due to financial constraints. As such the Parish Council are aware that the current website does not fulfil all the requirements of a WCAG2.2AA Compliant Accessible Website. Please contact the clerk, Mrs J Monks via 9 Maori Drive Frodsham WA6 7BS Email clerk@delamereandoakmere.gov.uk Telephone 01928 732062 to source alternatives copies of non-accessible documents.

20 Speed limit change on A556 Oakmere

Before the clerk issued a formal complaint letter to the Highways Department of Cheshire West and Chester Council the Parish Council received notification of the planned works for the speed limit change to be undertaken week commencing 8th October 2025 as such the formal complaint was not sent and the work has been subsequently completed.

The Highways Department of Cheshire West and Chester Council are liaising with Cheshire Road Safety group in order to re-calibrate the speed cameras.

21 Funding from United Utilities

Councillor D Rutter confirmed that he was liaising with United Utilities regarding funding for various projects.

22 Replacement defibrillator batteries

RESOLVED that;

The retrospective expenditure of £27.91 plus VAT was approved for replacement batteries for the defibrillator at Delamere community centre.

23 Grit for grit bins

RESOLVED that;

The expenditure of £150.00 plus VAT was approved for replacement grit for the grit bins. The clerk was not requested to order the grit at this present time.

24 Update from Cheshire West and Chester Councillors

There were no Cheshire West and Chester Ward Councillors present.

25 Councillor's report and future agenda items

Councillor H Dilliway-Nickson stated a Whatapp group would be a good idea. Councillor C Topping with add Councillor H Dilliway-Nickson and Councillor T Murray to the current Whatapp group for events. Councillor J Edwards stated that he only wanted to be on a Whatapp group for events only.

Councillor T Murray will look at the Parish Council's Facebook page and see if this could be improved to encourage more followers.

Councillor F Goodier asked for a mobile phone number for the Forest Rangers in order to text them with details of any fallen trees. Councillor A Bell will send Councillor F Goodier the number for contact.

Councillor F Goodier asked if further traffic management could be put in place for any future forest events due the disruption that they caused and if this could be raised at the liaison meeting with Forest England.

The clerk was asked to contact Tarmac and establish the date for the next Crown Farm liaison meeting.

Concerns were raised regarding the additional signage which was the verge of Frith Avenue as further action may be undertaken regarding this as it was causing obstructions.

Councillor D Rutter confirmed that the frog race night had raised £1,500 and the proceeds were to be divided between the community center and North West Air Ambulance.

26 Date and time of next meeting

The next Parish Council meeting is Monday 17th November 2025 at 7pm.

Minutes of the monthly Parish meeting of Delamere and Oakmere Parish Council held on Monday 20th October 2025.

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